



Grants Management Division Manual

Reviewing and Approving an Award File

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Version 2.6

May 5, 2006



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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

Text in Bold; Click **Done**

Text in Italics; *FFO Details* screen appears.

Text in Bold Italics; ***Name***

Text in All Caps; LOGIN

What it means.

Indicates a command.

Indicates a screen.

Indicates data to be entered into a field.

Indicates a field name.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning!

Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or Awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.

As part of NOAA's strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, Award management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the Agency to increase efficiencies related to its mission goals.

Grants Online is designed to answer several issues that occur during the Award process including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serving the NOAA community in its efforts to meet mission goals more effectively.

Audience This manual is developed for the Grants Management Division staff. This guide provides the user with step by step instructions for reviewing and approving the following:

- Federal Funding Opportunity (FFO)
- Federal Register Notice (FRN)
- Omnibus Synopsis
- Award Files

This guide does not teach policy or business procedures for the Grants Management Division.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an Internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have Internet access. Login IDs and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

Overview When you use any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users with navigation and appropriate system use. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives The Getting Started module will review the following objectives:

- Obtaining your password
- Logging into Grants Online

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer icon on your desktop to open Internet Explorer.
2. Enter the following URL information in the address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - Grants Online Login page appears



Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000 or toll free at 1-877-662-2478
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



Warning!

If you enter your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account.

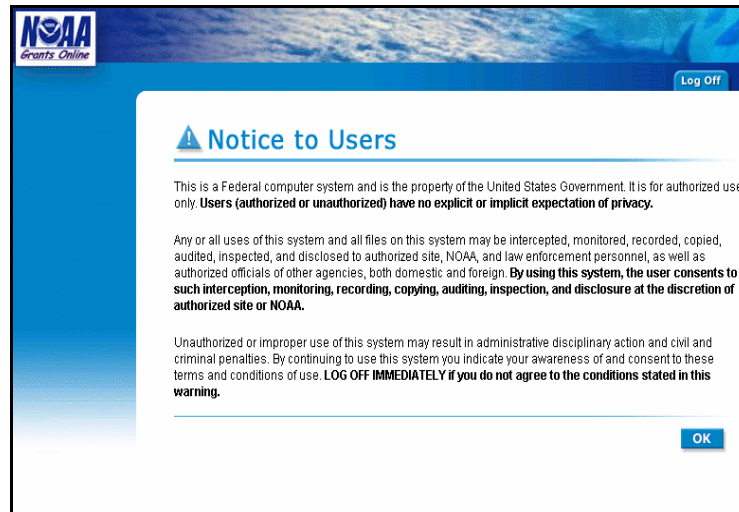
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



Reviewing and Approving an Award File

- Overview** In the Award stage of the Grants Lifecycle Process, GMD reviews the Grant File packages as they are submitted from the Line Offices via the Review Award File task. Generally, the new Award package will include the following from the Program Officer:
- PO Checklist
 - NEPA Documentation
 - Procurement Request and Commitment of Funds. In order for the Grants Specialist to forward the Award file to the Grants Officer, CAMS must complete both the first and second approval of the Procurement Request and Commitment of Funds.
 - FAIS Sheet This sheet is automatically generated within Grants Online.
 - Application and attachments
 - For Competitive RFAs, the Award file also includes the Competition, Review Event, and Selection Package information

Upon receiving the Grants File, the Grant Specialist completes the CD-450 and the GMD checklist. Once the CD-450 and the GMD checklist are complete, the Grants Specialist may choose to forward the Award file to the Grants Officer or depending on the specific circumstances of the Award, may choose a different action. This module details the workflow pertaining to each of the following actions that a Grants Specialist can choose when reviewing an Award file:

- Complete GMD Checklist
- Forward to CAMS first approver
- Forward to FALD review
- Forward to IG
- Forward to OLIA
- Forward to Grants Officer for review
- Reject Award file
- Return to Program Officer

This module also details the workflow pertaining to each of the following actions that a Grants Officer can choose when reviewing an Award file:

- Review CD-450
- Reject Award File
- Return Award File to GS

Module Objectives

By the end of this module, the user will be able to:

- Access the Award File
- Complete the GMD Checklist
- Complete the CD-450 (New Awards)
- Complete the CD-451 (Continuations)
- Forward the Award file to the appropriate user in the workflow

- Approve the Award File for both new Awards and continuations

Grants Specialist: Review Award File task-New Awards

Once the Program Officer has completed the Award File and forwards the Award to the Grants Specialist for review, the Grants Specialist will have the Review Award File task in their inbox. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Specialist to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the *Sub Documents* section of the Award file. This section reviews the **Review Award File** task for Grants Specialists.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.

19 items found, displaying all items 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name	Total Fed Funding
View	106112	NA06NMF4330035	Review Award File	Not Started	Award File	2039544			University of Chicago	\$300,000

4. The *Task Launch* page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

- **Complete CD-450**
- **Complete GMD Checklist**
- **Forward to CAMS First Approver**
- **Forward to IG**
- **Forward OLIA**
- **Reject Award File**
- **Return Award File to PO**

Once the Grants Specialist has completed the CD-450 and the GMD Checklist, the option to **Forward to GO** will be listed in the action drop down menu. Grants Specialists may also view comments from the Program Officer by selecting the **View Previous Workflow History and Comments**. In the following sections we will review each option, beginning with selecting the option to **Complete GMD Checklist** followed by the **Submit** button.


The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A sidebar on the left contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Award File 0 - NA06NMF4330035' and displays the following information: Id: 2039544, Creator: System Account, Create Date: 04/12/2006, Status: Award File 0 Review Award File Not Started, Status Date: 04/12/2006, and Last Edited User: System Account. A red box highlights the 'Action' dropdown menu, which is open and shows the following options: 'Please select an action', 'Complete CD 450', 'Complete GMD Checklist' (highlighted), 'Forward to CAMS First Approver', 'Forward to IG', 'Forward to OLIA', 'Reject Award File', and 'Return Award File to PO'. Below the dropdown menu are buttons for 'Submit', 'Spell Check', and 'Save Comment'. A link 'View previous workflow history and comments >>' is also visible.

- Upon selecting the **View Previous Workflow History and Comments** the following page is the *Workflow History Page*, which displays comments that have been entered by the Program Officers and/or the Grants Specialist.

Award File 0 - NA06NMF4330035 WorkFlow History Page							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File			Regina Evans	GrantsSpecialist		Not Started	Grants Specialist comments are displayed here.
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist Complete		Comments from the Program Officer on the Award File are displayed here.
<input type="button" value="Cancel"/>							

Grants Specialist: Completing the GMD Checklist

- Upon selecting the option to Complete the GMD Checklist, the *GMD Checklist* page is displayed. The GMD Checklist allows the Grants Specialist to review the recipient's history and to ensure all the proper checks are in order such as a credit check, past performance, or debarment. The GMD Checklist contains links to subdocuments that are connected to the organization's main file. Attachments such as line item budget information and any applicable forms may be uploaded here as well. An additional feature of the GMD Checklist is that each check box automatically populates when the link is selected. Grants Specialists should review each link, verify the information, and attach any necessary files. The following pages will review each link of the GMD Checklist.



[Inbox](#)
[RFA](#)
[Application](#)
[Award](#)
[Account Management](#)
[System Administration](#)
[Manage Certifications](#)
[Reports](#)
[Help](#)

Welcome to Grants Online Regina Evans

Log Off

Advisories

Notifications

Archive

Tasks

Send Message

Manage Workflow Tasks

Application Header Information

CFDA Number: 11.433

Program Office: Fisheries Southwest Region Program Office (SW)

Application ID: 2039542

Applicant: University of Chicago

Award Number: NA06NMF4330035

RFA Document ID: 2039541

RFA Document Title: GMD Manual 4/12/06

Project Title: GMD Manual 4/12/06

Fiscal Year: 2006

GMD Checklist

Checklist Items

☐ Budget/Cost Analysis Memo Required
 ☐ Intergovernmental Review of Federal Program As Needed
 ☐ Applicants Management and Financial Capabilities Required
 ☐ Credit Check Required
 ☐ Delinquent Federal Debt Required
 ☐ Name Check Review Required
 ☐ List of Parties excluded from Procurement/Non-Procurement Activities Required
 ☐ Past Performance Required
 ☐ Pre-Award Accounting System Survey Required
 ☐ High Risk Recipient As Needed
 ☐ Awards to Insular Area ☐ Yes ☒ No Not Required
 ☐ Grant Type ☐ Cooperative Agreement ☒ Grant Not Required
 ☐ Confirm Financial and Progress Report Requirements Required
 ☐ Review Special Award Conditions Required
 ☐ Project Details Required
 ☐ Project Dates Required

Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.
 There are no attachments on this Organization
 There are no attachments on this Checklist
[Manage Checklist Attachments >>](#)

Budget/Cost Analysts Memo

1. Upon selecting the **Budget/Cost Analysis Memo** link from the *GMD Checklist* page (see step 1, page 11) the *Budget Cost Analysis Memo* screen is displayed. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. Select the **Return To Main** button to save changes and return to the *GMD Checklist* page.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regina Evans Log Off

Advisories
Notifications
Archive
Tasks
Send Message
Manage Workflow Tasks

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual
Application ID:	2039542	Project Title:	GMD Manual
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Budget Cost Analysis Memo

There are no attachments on this Organization

There are no attachments on this Checklist
[Manage Checklist Attachments >>](#)

[Return to Main](#) [Cancel](#)

2. To add an attachment, the **Manage Checklist Attachments** link, then **Browse** for the desired file, and **Open**. In order to save the attachment, you must enter a short description. For the purposes of this manual, an attachment titled "Screen Shot" has been attached and saved. Please note the attachment is now listed under **Current Attachments**. To save the attachment, select the **Save Attachment** button, followed by the **Done** link.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regina Evans Log Off

Advisories
Notifications
Archive
Tasks
Send Message
Manage Workflow Tasks

Current Attachments

Attachment Name	Attachment Type	Short Description	Create Date	Action
screen_shot.doc	application/msword	test	2006-04-13 10:27:08.146768	Remove

Attach New Files

Click Browse to select the file, or type the path to the file in the box below.

[Browse](#)

Please enter a short description. *

[Save Attachment](#)

[<< Done](#)

- Upon selecting **Done**, the *GMD Checklist* page is displayed. Please note because we selected the **Budget/Cost Analysis Memo** link, a check is now in the checkbox in front of **Budget/Cost Analysis Memo**. The attached files are listed in the **Checklist Attachments** section.

NOAA
Grants Online

Home RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Register User Log Off

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NAD6NMF439035		

GMD Checklist

Checklist Items	Required
<input checked="" type="checkbox"/> Budget/Cost Analysis Memo	Required
<input type="checkbox"/> Interagency Review of Federal Program	As Needed
<input type="checkbox"/> Applicants Management and Financial Capabilities	Required
<input type="checkbox"/> Credit Check	Required
<input type="checkbox"/> Delinquent Federal Debt	Required
<input type="checkbox"/> Name Check Review	Required
<input type="checkbox"/> List of Parties excluded from Procurement/Non-Procurement Activities	Required
<input type="checkbox"/> Past Performance	Required
<input type="checkbox"/> Pre-Award Accounting System Survey	Required
<input type="checkbox"/> High Risk Recipient	As Needed
<input type="checkbox"/> Awards to Insular Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not Required
<input type="checkbox"/> Grant Type <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant	Not Required
<input type="checkbox"/> Confirm Financial and Progress Report Requirements	Required
<input type="checkbox"/> Review Special Award Conditions	Required
<input type="checkbox"/> Project Details	Required
<input type="checkbox"/> Project Dates	Required

Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
205552	screen shot.doc application/msword test		

Manage Checklist Attachments >>

Save Save and Return to Main Cancel

Intergovernmental Review of Federal Program

1. Upon selecting the **Intergovernmental** link from the *GMD Checklist* page (see step1, page 11) the *Intergovernmental Review* screen is displayed. Select the **Yes** or **No** radio button designating if the application is or is not exercising executive order 12372 Intergovernmental Review. If the applicant did exercise executive order 12372 Intergovernmental Review, enter the appropriate date in the DATE field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with links: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Regina Evans" and a "Log Off" button. The main content area is divided into two sections. The first section, "Application Header Information", contains the following details:

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

The second section, "Intergovernmental Review", is highlighted with a red box. It contains the question: "Is this application exercising Executive Order 12372 Intergovernmental Review?" with radio buttons for "Yes" and "No". Below this is a "Date" field. A message below the field states: "There are no attachments on this Organization". Below this is a "Checklist Attachments" table with columns: ID, Name, Type, and Description. The table contains one row: "2039542 screen_shot.doc application/msword test". Below the table is a link: "Manage Checklist Attachments >>". At the bottom of the form, there is a bar with three buttons: "Save", "Save and Return to Main", and "Cancel", which are also highlighted with a red box.

Credit Check

1. Upon selecting the **Credit Check** link from the *GMD Checklist* page (see step1, page 11) the *Credit Check* screen is displayed. The **Credit Check Expiration Date** and the **Date of Last Request for Credit Check** are listed on this page. Select the **Send Notification to Request a New Credit Check** link to send a notification within Grants Online requesting a new credit check. You may also enter a comment in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Application Header Information' and contains the following data:

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Below the header information, the 'Credit Check' section displays:

Credit Check Expiration Date: 04/07/2006
 Date of Last Request for Credit Check: 04/13/2006
[Send Notification to Request a New Credit Check >>](#)

The 'Comments' section features a large text area for input and a 'Spell Check' button.

A message states: 'There are no attachments on this Organization'.

The 'Checklist Attachments' section includes a table with the following data:

ID	Name	Type	Description
2006102	screen shot.doc	application/msword	test

Below the table is a link: [Manage Checklist Attachments >>](#)

At the bottom of the form are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'.

Delinquent Federal Debt

- Upon selecting the **Delinquent Federal Debt** link from the *GMD Checklist* page (see step 1 page 11), the *Delinquent Federal Debt* screen is displayed. The **Yes** and **No** radio buttons indicate if the applicant has any delinquent Federal debt. In cases where the applicant does have delinquent Federal Debt, the following information is displayed:

- **Date Review Performed**
- **Date of Outstanding Debt**
- **Name of Creditor Organization**
- **Amount of Debt Owed**

You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

The screenshot displays the NOAA Grants Online interface. At the top, there's a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a sidebar with links like Advisees, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Application Header Information' and contains fields for CFDA Number, Program Office, Application ID, Applicant, Award Number, RFA Document ID, RFA Document Title, Project Title, and Fiscal Year. Below this is a section titled 'Delinquent Federal Debt' with fields for Date Review Performed, Delinquent Debt Found (with Yes/No radio buttons), Date of Outstanding Debt, Name of Creditor Organization, and Amount of Debt Owed. This section is highlighted with a red box. Below that is a 'Comments' section with a large text area and a 'Spell Check' button, also highlighted with a red box. At the bottom is a 'Checklist Attachments' section with a table of attachments and a 'Manage Attachments >>' link, highlighted with a red box. The table has columns for ID, Name, Type, and Description. The bottom of the screen has 'Save', 'Save and Return to Main', and 'Cancel' buttons.

ID	Name	Type	Description
2039541	screen shot.doc	application/msword	test

Name Check Review

1. Upon selecting the **Name Check Review** link from the *GMD Checklist* page (see step1 page 11) the *Name Check* screen is displayed. If applicable, the following information is listed:
 - **Name Check Expiration Date**
 - **Date of Last Name Check Request**
 - **Did Significant Findings Exist?**

Select the **Send Notification to Request a New Name Check** link to send a notification within in Grants Online requesting a new name check. You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

NOAA Grants Online

Welcome to Grants Online Region 10

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Name Check

Name Check Expiration Date:
Date of Last Name Check Request:
[Send Notification to Request a New Name Check >>](#)
Did Significant Findings Exist? ☐ Yes ☒ No

Comments:

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2055373	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

Check for Exclusion from Procurement/Non-Procurement Activities

- Upon selecting the **List of Parties excluded from Procurement/Non-Procurement Activities** link from the *GMD Checklist* page (see step1 page 11) the *Check for Exclusion from Procurement/Non-Procurement Activities* screen is displayed. The **Yes** and **No** radio buttons indicate if the applicant is excluded from procurement/non-procurement activities. If applicable, the following information is listed:
 - Date of Review**
 - Is the Party excluded from Procurement/Non-Procurement Activities?**
 - Date Party was excluded from Procurement/Non-Procurement Activities**

You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Check for Exclusion from Procurement/Non-Procurement Activities

Date of Review:

Is the Party excluded from Procurement/Non-Procurement Activities? ☒ Yes ☐ No

Date Party was excluded from Procurement/Non-Procurement Activities:

Comments:

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2039542	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

Past Performance

1. Upon selecting the **Past Performance** link from the *GMD Checklist* page (see step1 page 11) the *Past Performance* screen is displayed. Select the **Yes** and **No** radio buttons to indicate if the past performance for the applicant is acceptable. You may also enter and save comments in the COMMENTS field. To view current attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Region Editor Log Off

Advisories
Notifications
Archive
Tasks
Send Message
Manage Workflow Tasks

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Past Performance

Past Performance Acceptable? ☒ Yes ☐ No

Comments:

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2055783	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

Pre-Award Accounting System Survey

- Upon selecting the **Pre-Award Accounting System Survey** link from the *GMD Checklist* page (see step 1, page 11) the *Pre-Award Accounting System Survey* screen is displayed. Select the **Yes** and **No** radio buttons to indicate if the pre-Award accounting system survey is required. If it is required, enter the date completed and the date requested in the DATE COMPLETED and DATE REQUESTED fields. You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view an attachment by selecting the ID number link in the ID column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Rights Frame [Log Off](#)

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Pre-Award Accounting System Survey

Is the Pre-Award Accounting System Survey Required? ☐ Yes ☐ No

Date Completed:

Date Requested:

Comments:

[Spell Check](#)

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
200322	screen shot.doc	application/msword	test

[Manage Checklist Attachments >>](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

High Risk Recipient

- Upon selecting the **High Risk Recipient** link from the *GMD Checklist* page (see step 1, page 11) the *High Risk Recipient* screen is displayed. The **Yes** and **No** radio buttons indicate if the recipient is considered high risk. If the recipient is considered high risk, you must select from the following:
 - Do NOT make the award**
 - Delay the award until the condition is corrected**
 - Proceed with the award with Special Award Conditions**

Select the **Special Award Conditions** link to view the Special Award Conditions (SAC). You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view an attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

NOAA
Grants Online

Index RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regis Crase Log Off

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

High Risk Recipient

Is the Recipient Considered High Risk? ☒ Yes ☐ No

If the recipient was considered High Risk, please make a selection below:

☐ Do NOT make the award.

☐ Delay the award until the condition is corrected.

☐ Proceed with the award with [Special Award Condition](#).

Comments:

0 / 250 Spell Check

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2039542	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

Save Save and Return to Main Cancel

Awards to Insular Area and Grant Type

- The next items on the *GMD Checklist* page are the **Awards to Insular Area** and **Grant Type**. In the **Awards to Insular Area** section, verify the appropriate radio button is selected (**Yes** or **No**) indicating whether this Award is to an insular area. In the **Grant Type** section, verify the appropriate radio button for grant type is selected (**Grant** or **Cooperative Agreement**). To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** to save changes.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NAD6AMF4330035		

GMD Checklist

Checklist Items	Required
<input checked="" type="checkbox"/> Budget/Cost Analysis Memo	Required
<input checked="" type="checkbox"/> Intergovernmental Review of Federal Program	As Needed
<input checked="" type="checkbox"/> Applicants Management and Financial Capabilities	Required
<input checked="" type="checkbox"/> Credit Checks	Required
<input checked="" type="checkbox"/> Delinquent Federal Debt	Required
<input checked="" type="checkbox"/> Name Check Review	Required
<input checked="" type="checkbox"/> List of Parties excluded from Procurement/Non-Procurement Activities	Required
<input checked="" type="checkbox"/> Past Performance	Required
<input checked="" type="checkbox"/> Pre-Award Accounting System Survey	Required
<input checked="" type="checkbox"/> High Risk Report	As Needed
<input type="checkbox"/> Awards to Insular Area: <input type="radio"/> Yes <input checked="" type="radio"/> No	Not Required
<input type="checkbox"/> Grant Type: <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant	Not Required
<input type="checkbox"/> Location Financial and Program Report Requirements	Required
<input type="checkbox"/> Review Special Award Conditions	Required
<input type="checkbox"/> Project Details	Required
<input type="checkbox"/> Project Dates	Required

Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.

There are no attachments on this application.

Checklist Attachments

ID	Name	Type	Description
20060000	screen-shot.doc	application/msword	test
	Manage Checklist Attachments >>>		

Save **Save and Return to Main** **Cancel**

Confirm Financial and Progress Report Requirements

1. Upon selecting the **Confirm Financial and Progress Report Requirements** link from the *GMD Checklist* page (see step1 page 11) the *Confirm Financial and Progress Report Requirements* screen is displayed. The **Performance Progress Report Requirements** section displays the **Frequency** of the Performance Progress Report which is either:
 - **Semi Annually**
 - **Annually (for multi-year/institutional)**
 - **Quarterly**

The **Final Report** section indicates whether the final Performance Progress Report is a **Comprehensive Final Report** or the **Last Report**. The radio buttons in the Performance Progress Report section were entered by the Program Officer and therefore are greyed out.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Region 13

Log Off

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Confirm Financial and Progress Report Requirements

Performance Progress Report Requirements

Frequency

☐ Semi-Annually

☐ Annually (for multi-year/institutional)

☐ Quarterly

Final Report

☐ Comprehensive Final Report

☐ Last Report

Federal Financial Report Requirements

Frequency

☐ Semi-Annually

☐ Annually (for multi-year/institutional)

☐ Quarterly

Final Report

☐ Comprehensive Final Report

☐ Last Report

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2055223	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

Save Save and Return to Main Cancel

2. In the **Federal Financial Reports Requirements** section, select the **Frequency** of the Federal Financial Reports by selecting the radio button for one of the following:

- **Semi Annually**
- **Annually (for multi-year/institutional)**
- **Quarterly**

In the **Final Report** section select either **Comprehensive Final Report** or the **Last Report** to indicate if the final Federal Financial Report is a comprehensive final report or the last report.

To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Application Header Information' and displays details for CFDA Number 11.433, Program Office Fisheries Southwest Region, Application ID 2039542, Applicant University of Chicago, and Award Number NAO6NMF4330035. Below this is the 'Confirm Financial and Progress Report Requirements' section, which includes 'Performance Progress Report Requirements' and 'Federal Financial Report Requirements'. The 'Federal Financial Report Requirements' section has radio buttons for Frequency (Semi-Annually, Annually, Quarterly) and Final Report (Comprehensive Final Report, Last Report). Below this is a table for 'Checklist Attachments' with columns ID, Name, Type, and Description. The table shows one attachment with ID 2039542 and Name 'screen shot.doc application/msword test'. At the bottom are buttons for Save, Save and Return to Main, and Cancel.

ID	Name	Type	Description
2039542	screen shot.doc application/msword test		

Special Award Conditions

- Upon selecting the **Special Award Conditions** link from the *GMD Checklist* page (see step 1 page 11) the *Special Award Conditions* screen is displayed. You may create a SAC from scratch by selecting the **Create from Scratch** link. You may also create a SAC from the **Available Special Award Conditions** section by selecting the **Template** link next to the SAC you would like to add. The name of the SAC is a hyperlink. To view the SAC, click on the name. The following SACs are listed under **Available Special Award Conditions**:

- **Multi-Year Special Award Condition**
- **New Award SAC**
- **Partial Funding Special Award Condition (for increases)**
- **Partial Funding Special Award Condition (for reductions)**

RFA Header Information

Document ID:	2029541	CFDA Number:	11.432
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NHFS-SW-2005-2000960	Assigned Program Officer:	Fisheries Southwest Region Program Office (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	NULL Nazir Finamen
RFA Name:	GMD Manual 4/12/06	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information

Application ID:	2039542	Award Number	NA06NMWF4330035
Applicant Name:	University of Chicago	Application Receipt Date:	04/01/2006
Project Title:	GMD Manual 4/12/06	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer	Nazir Finamen	DUNS Number:	987654321
Federal Funding Requested:	\$150,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions

[Create from Scratch](#)

Available Special Award Conditions

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Increase Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional action and/or other required reductions, the following language	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
GMD Manual	GMD Manual	Administrative		Edit Remove
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Administrative		Edit Remove

Associated Special Award Conditions
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

- The **Pending Special Award Conditions** display Award conditions that are pending approval. The name of the SAC is a hyperlink. To view the SAC, click on the name. Select the **Edit** link to edit the SAC or the **Remove** link to remove the SAC. The **Associated Special Award Conditions** section displays SACs that are associated with this Award. Select **Save and Return** to save changes and return to the *GMD Checklist* page.

Box: RFA Application Award Account Management System Administration Manage Certifications Reports Help

Access to Grants Online Region: View Log Off

RFA Header Information

Document ID:	2029541	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2005-2000950	Assigned Program Office:	Fisheries Southwest Region Program Office (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Neil Nazir Finamen
RFA Name:	GMD Manual 4/12/06	Noncompetitive RFA Type:	Congressionally Directed (Soft Remark)
Fiscal Year:	2006		

Application Header Information

Application ID:	2039542	Award Number:	HA06NMF4330035
Applicant Name:	University of Chicago	Application Receipt Date:	04/01/2006
Project Title:	GMD Manual 4/12/06	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Nazir Finamen	DUNS Number:	987654321
Federal Funding Requested:	\$150,000.00	Type of Submission:	
		Type of Application:	

Special Award Conditions

Create From Scratch

Available Special Award Conditions

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC: for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only reason for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Increase Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 2% of the requested amount, the following language will be included in the award document.	Template
Partial Funding Decrease Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 2% or less than that requested due to Congressional decision and/or other required reductions, the following language	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
GMD Manual	GMD Manual	Administrative		Edit Remove
Multi-Year Special Award Condition	MULTI-YEAR SAC: for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only reason for amendments would be the funding amount available (i.e.,	Administrative		Edit Remove

Associated Special Award Conditions

No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

Project Details

1. Upon selecting the **Project Details** link from the *GMD Checklist* page (see step1, page 11) the *Project Details* screen is displayed. The **Edit Project Details** section allows you to view, edit, and save changes to the project details. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view an attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with links: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a 'Welcome to Grants Online Register Users' message and a 'Log Off' button. On the left, a sidebar contains links: Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Application Header Information' and contains the following details:

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NAD5NMF4330035		

Below the header information is the 'Project Details' section, which includes a text area for 'Edit Project Details' containing the text 'GMD Manual'. Below the text area are a '10 / 4000' character count and a 'Spell Check' button. Below the project details is a message: 'There are no attachments on this Organization'. Below this is a 'Checklist Attachments' table with the following data:

ID	Name	Type	Description
2055323	screen_shot.doc	application/msword	test

Below the table is a 'Manage Attachments >>' link. At the bottom of the screen are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'.

Project Dates

1. Upon selecting the **Project Dates** link from the *GMD Checklist* page (see step1 page 11) the *Project Dates* screen is displayed. The *Project Dates* screen displays the **Project Start Date** and the **Project End Date** and also allows you to modify the dates if necessary. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regina Evans Log Off

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Project Dates

[Edit Project Dates](#)

Project Start Date: (mm/dd/yyyy)

Project End Date: (mm/dd/yyyy)

There are no attachments on this Organization

Checklist Attachments

ID	Name	Type	Description
2055323	screen shot.doc	application/msword	test

[Manage Attachments >>](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

Submitting the GMD Checklist

1. To save the GMD Checklist and work on it later, click **Save**. If the GMD Checklist is complete, select the **Save** followed by **Save and Return to Main** to save changes and continue the workflow.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

GMD Checklist

Checklist Items	Required
<input checked="" type="checkbox"/> Budget/Work Analysis Memo	Required
<input checked="" type="checkbox"/> Intergovernmental Review of Federal Program	As Needed
<input checked="" type="checkbox"/> Applicants Management and Financial Capabilities	Required
<input checked="" type="checkbox"/> Credit Check	Required
<input checked="" type="checkbox"/> Delinquent Federal Debt	Required
<input checked="" type="checkbox"/> Name Check Review	Required
<input checked="" type="checkbox"/> List of Parties excluded from Procurement/Non-Procurement Activities	Required
<input checked="" type="checkbox"/> Past Performance	Required
<input checked="" type="checkbox"/> Pre-Award Accounting System Survey	Required
<input checked="" type="checkbox"/> High Risk Payment	As Needed
<input checked="" type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input checked="" type="radio"/> No	Not Required
<input checked="" type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant	Not Required
<input checked="" type="checkbox"/> Compliance and Financial Report Requirements	Required
<input checked="" type="checkbox"/> Review Special Award Conditions	Required
<input checked="" type="checkbox"/> Project Details	Required
<input checked="" type="checkbox"/> Project Dates	Required

Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.

There are no attachments on this organization

Checklist Attachments

ID	Name	Type	Description
2039542	screen shot.doc application/maward test		

Manage Checklist Attachments >>

Save **Save and Return to Main** **Cancel**

2. The following screen is the launch page for the **Review Award File** task. We are now going to review the process for completing the CD-450. To view the previous workflow history and comments, select the **View previous workflow history and comments** link. From the action drop down menu, select **Complete CD-450** followed by the **Submit** button.

Award File 0 - NA06NMF4330035

Id: 2039544
Creator: System Account
Status: Award File 0 Review Award File In Progress
Last Edited User: System Account

Create Date: 04/12/2006
Status Date: 04/12/2006

Action: Complete CD 450 **Submit**

Comment: Complete CD 450 played here.

Complete GMD Checklist
 Forward to CAMS First Approver
 Forward to FALD
 Forward to Grants Officer
 Forward to IG
 Forward to OLIA
 Reject Award File
 Return Award File to PO

[View previous workflow history and comments >>](#)

Grants Specialist: Completing the CD-450

1. Upon selecting the **Complete CD-450** option from the action drop down menu, the **CD-450** page is displayed. Select the link entitled **Go to CD450 Details Page**. You may also view the previous workflow history and comments by selecting the link entitled **view previous workflow history and comments**. The CD-450 is the Department of Commerce standard terms and conditions form that is sent to recipients. There are hyperlinks that refer to the various terms and conditions of the award. The CD-450 may be printed from Grants Online.

CD450 - NA06NMF4330035

Id:	2039548	Create Date:	04/12/2006
Creator:	System Account	Status:	CD450 IN Progress
Status:	CD450 IN Progress	Status Date:	04/12/2006
Last Edited User:	System Account		

[Go to CD450 Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

Award File Header Information

CFDA Number:	11.433	Award File Period:	05/01/2006 - 05/01/2008	Program Office:	Fisheries Southwest Reg (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	123-123-1224	Program Officer Email:	nazir.finamen@training.ti
Federal Funding:	\$150,000.00	Non Federal Funding:	\$0.00	Grants Specialist:	Regina A. Evans
Project Title:	GMD Manual 4/12/06				
Organization Name:	University of Chicago				
Multi-Year:	Yes-New				

- The following screen is the **CD-450 details** page. The CD-450 includes the **Financial Assistance Award** section and the **CD-450 Items** section. This screen also displays any attachments associated with this Grants File. The Grants Officer field is blank, but once the Grants Officer approves the Award file, their name will populate the Grants Officer section, as well as the date they approved the Award. The following pages will review the **Financial Assistance Award** section and the **CD-450 Items**.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	\$150000.00
Street Address:	1706 Derbshire Drive	Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$150000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035
		Award Period:	05/01/2006 - 05/01/2008

CD-450 Items

<input type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 45 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 45 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-81, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other	Required

There are no attachments on this Grants File
[Get Grant File Attachments...](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient comply with the Award provisions checked on this document, as well as provisions incorporated into the Award. If not electronically a modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

Save **Save and Return to Main** **Cancel** **CD-450 Report** **SAC Report**

CD-450: Financial Assistance Award

1. The Financial Assistance Award displays the following information:

- **RECIPIENT NAME**
- **STREET ADDRESS**
- **CITY, STATE, ZIP**
- **CFDA NUMBER**
- **FEDERAL SHARE OF COST**
- **RECIPIENT SHARE OF COST**
- **TOTAL ESTIMATED COST**
- **AWARD PERIOD**

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. You may optionally override these calculations via the **Override** checkbox below. For example, before selecting the **Override** checkbox, the FEDERAL SHARE OF COST field and the RECIPIENT SHARE OF COST field are greyed out.

Financial Assistance Award					
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.					
Recipient Name:	University of Chicago			Federal Share of Cost:	\$150000.00
				Override	<input type="checkbox"/>
Street Address:	1786 Derbshire drive			Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Project Title:	GMD Manual 4/12/06	Total Estimated Cost:	\$150000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035	Award Period:	05/01/2006 - 05/01/2008

2. Upon selecting the **Override** checkbox the warning message below is displayed. Please note, by using the override feature, funds indicated on the CD-450 will reflect different values than the CD-435. After reading the warning message, select **OK**.

The screenshot shows the Grants Online interface with the 'Financial Assistance Award' form. The 'Override' checkbox is checked, and a warning message is displayed in a dialog box. The warning message states: 'MANUAL OVERRIDE: Values entered will be saved specifically for this award document. Once overridden the end user is responsible for these fundings.' The 'Override' checkbox is highlighted with a red box.

3. After selecting **OK** from the warning message (see step 2, page 32), the FEDERAL SHARE OF COST, RECIPIENT SHARE OF COST, and the TOTAL ESTIMATED COST fields are no longer greyed out. You are now able to modify the amounts. The values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer approves the CD-450, the system will automatically override and store the currently populated funding fields.

Financial Assistance Award					
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.					
Recipient Name:	University of Chicago			Federal Share of Cost:	\$150000.00
Street Address:	1786 Derbenshire drive				Override <input checked="" type="checkbox"/>
City, State, Zip:	Chicago , IL 60637	Project Title:	GMD Manual 4/12/06	Recipient Share of Cost:	\$0.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035	Total Estimated Cost:	\$150000.00
				Award Period:	05/01/2006 - 05/01/2008

CD-450: CD 450 Items

1. On the *CD-450 details* page, the following items are listed under **CD-450 items**:
 - **Department of Commerce Financial Assistance Standard Terms and Conditions**
 - **NOAA Special Award Conditions**
 - **Line Item Budget (Attach File)**
 - **15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations**
 - **15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State Local Governments**
 - **OMB Circular A-21, Cost Principles for Educational Institutions**
 - **OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments**
 - **OMB Circular A-122, Cost Principals for Nonprofit Organizations**
 - **48 CFR Part 31, Contract Cost Principles and Procedures**
 - **OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations**
 - **Other(s)**

Select the appropriate check box(es) as identified by the **Required** column. Click each required hyperlink to ensure existing recipient data is valid or has not expired. Attach applicable files such as the **Line Item Budget** file. Select the **Edit Grant File Attachments** link to view, add, and/or remove attachments.

CD-450 Items	
<input checked="" type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input checked="" type="checkbox"/> NOAA Special Award Conditions	Required
<input checked="" type="checkbox"/> Line Item Budget (Attach File)	Required
<input checked="" type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input checked="" type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input checked="" type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input checked="" type="checkbox"/> Other(s)	Required
<div style="border: 1px solid red; padding: 5px;"> There are no attachments on this Grants File Edit Grant File Attachments >> </div>	

CD-450 Report

1. To view the CD-450 report, from the *CD-450* details page select the button titled **CD-450 Report**.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-450s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	\$150,000.00
Street Address:	1786 DeWittshire drive	Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$150,000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035
		Award Period:	05/01/2006 - 05/01/2009

CD-450 Items

<input type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach FWR)	Required
<input type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofits, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	Required
<input type="checkbox"/> 48 CFR Part 4.001, Cost Principles for Educational Institutions	Required
<input type="checkbox"/> 48 CFR Part 4.002, Cost Principles for State, Local, and Indian Tribal Governments	Required
<input type="checkbox"/> 48 CFR Part 4.102, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	Required
<input type="checkbox"/> 48 CFR Part 33, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Edit Grant File Attachments >>](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to the award provisions checked on this document, as well as provisions incorporated into the award. If not electronically signed by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this award.

[Save](#) [Save and Return to Main](#) [Cancel](#) [CD-450 Report](#) [RAC Report](#)

2. An Adobe Acrobat file opens in a separate window, displaying the CD-450. You may save and/or print the report using the save and/or print icons.

UNITED STATES DEPARTMENT OF COMMERCE
 National Oceanic and Atmospheric Administration
 Office of Acquisition and Grants
 Grants Management Division
 1325 East West Highway
 9th Floor, Room 9336
 Silver Spring, MD 20910

omeed smith
 University of Chicago
 1786 DeWittshire drive
 Chicago, IL 60637

Reference: NOAA Award No. NA06NMF4330035
 Amendment No. 0
 Federal Share \$150,000.00

Dear omeed smith:

Enclosed for your review and approval are two originals of the above referenced NOAA

SAC Report

1. To view the SAC report, from the CD-450 details page, select the button titled **SAC Report**.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Index, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area displays 'Application Header Information' and 'Financial Assistance Award' details. At the bottom, there is a section for 'CD-450 Items' with a list of required documents. The 'SAC Report' button is highlighted with a red box.

Application Header Information			
CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award			
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checks values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.			
Recipient Name:	University of Chicago	Federal Share of Cost:	\$1,000,000.00
Street Address:	1786 Devonshire drive	Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$1,000,000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035
		Award Period:	05/01/2006 - 05/01/2009

CD-450 Items	
<input type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-81, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Edit Grant File Attachments](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the award provisions checked on this document, as well as provisions incorporated into the Award. If not electronic modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

Buttons: Save, Save and Return to Main, Cancel, CD450 Report, **SAC Report**

2. An Adobe Acrobat file opens in a separate window, displaying the SAC report. You may save and/or print the report using the save and/or print icons.

The screenshot shows an Adobe Acrobat window displaying the 'Special Award Condition Report'. The report includes the following information:

- Award Number: NA06NMF4330035
- Amendment Number: 0
- 1.) GMD Manual
- GMD Manual
- 2.) Multi-Year Special Award Condition
- MULTI-YEAR SAC for New Awards and Amendments (except final year)
- Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

The 'Save' icon in the top toolbar is highlighted with a red box.

Submitting the CD-450

- Once you have completed reviewing and, if applicable, updating the CD-450, select **Save** followed by **Save and Return to Main**.

NOAA Grants Online

Application Header Information:

CFDA Number:	31.423	RFA Document ID:	2039543
Program Office:	Fisheries Southwest Region	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039543	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-450s and negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkboxes below. Once checked, values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically generate and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	0.000000
Street Address:	3700 Centerline Drive	Recipient Share of Cost:	0.000000
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	0.000000
CFDA Number:	31.423	Award Number:	NA06NMF4330035
		Award Period:	

CD-450 Items

<input checked="" type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input checked="" type="checkbox"/> NOAA Special Award Conditions	Required
<input checked="" type="checkbox"/> One-Item Budget (Attach File)	Required
<input checked="" type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofits, and Commercial Organizations	Required
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Educational Institutions	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Educational Institutions	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for State, Local, and Indian Tribal Governments	Required
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Educational Institutions	Required

There are no attachments on this Grants File.

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the user certifies that the award complies with the award provisions checked on this document, as well as provisions incorporated into the award. If not electronic modification by the recipient within 30 days of receipt, the Grants Officer may unilaterally terminate the award.

Save **Save and Return to Main** **Cancel** **CD-450 Report** **SAO Report**

- The following page is the CD-450 page. Select the **Inbox** tab followed by the **Tasks** link.

NOAA Grants Online

Inbox **RFA** **Application** **Award** **Account Management** **System Administration** **Manage Certifications** **Reports** **Help**

Welcome to Grants Online Region Evans

CD450 - NA06NMF4330035

Id: 2039548

Creator: System Account

Status: CD450 IN Progress

Last Edited User: System Account

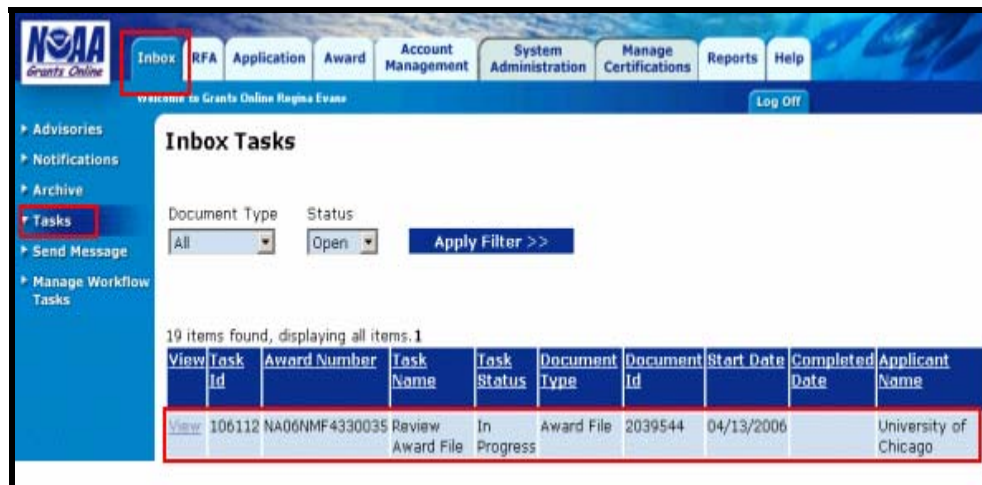
Create Date: 04/12/2006

Status Date: 04/12/2006

[Go to CD450 Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

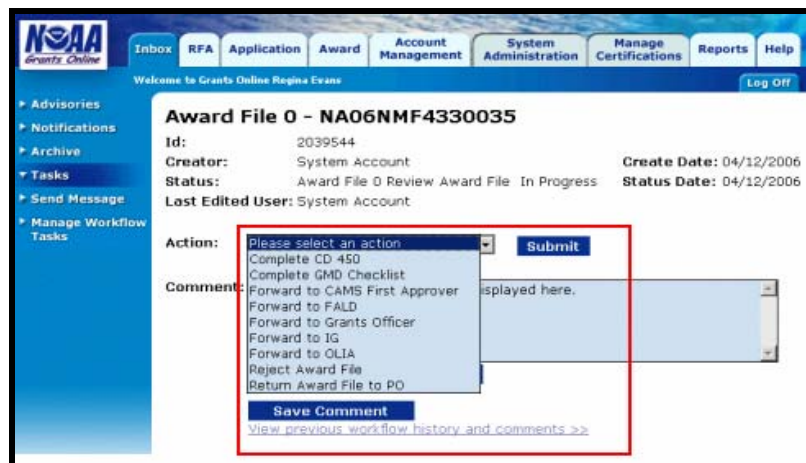
3. Select the **View** link for the **Review Award File** task.



4. The *task launch* page is displayed for the **Review Award File** task. The following options are listed in the action drop down menu:

- **Complete CD-450**
- **Complete GMD Checklist**
- **Forward to CAMS First Approver**
- **Forward to FALD**
- **Forward to Grants Officer**
- **Forward to IG**
- **Forward to OLIA**
- **Reject Award File**
- **Return Award file to PO**

Please note the option to **Forward to Grants Officer** is available only after the GMD checklist AND the CD-450 have been completed. In our example, we have already completed the GMD Checklist and the CD-450. The following sections of the manual review the steps for completing the rest of the options from the action drop down menu.



Forward to CAMS First Approver

1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to CAMS First Approver** followed by the **Submit** button. This option allows you to forward the Award file to the CAMS first approver. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

Award File 0 - NA06NMF4330035

Id: 2039544
Creator: System Account
Status: Award File 0 Review Award File In Progress
Last Edited User: System Account
Create Date: 04/12/2006
Status Date: 04/12/2006

Action: Please select an action **Submit**

Comment:

[View previous workflow history and comments >>](#)

2. After completing task, the following screen is the *Inbox Tasks* screen. The following note is displayed across the top of the screen:
 - **Task “Review Award File – Forward to CAMS First Approver” is complete.**
 Please note, the **Review Award File** task remains in your inbox. To view the workflow history, select the **View** link for the **Review Award File** task.

Inbox Tasks

Task 'Review Award File - Forward to CAMS First Approver' is complete.

Document Type: All Status: Open **Apply Filter >>**

19 items found, displaying all items.1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

- To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 4/12/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 4/13/06. Although the Review Award File task remains with Regina Evans, Haja Bah, who has the role of CAMSFirstApprover, also has a task titled **Check Funds in CAMS** in her inbox (please see the GMD Manual for CAMS and FALD for further details on the **Check Funds in CAMS** task).

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-13 09:49:37.0		Regina Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS			Haja Bah	CAMSFirstApprover		Not Started	
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

- You will receive a notification in Grants Online once the CAMS First Approver has completed the task to Review the Award file. View the *Workflow History Page* to view both the action taken and comments made by the CAMS First Approver.

Award File 0 - NA06NMF4330035 WorkFlow History Page

3 items found, displaying all items:1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-13 09:49:37.0		Regina A. Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS	2006-04-28 11:17:08.0	2006-04-28 11:17:08.0	Haja S. Bah	CAMSFirstApprover	ApproveAwardFile	Complete	Comments entered by CAMS First Approver are entered here.
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

Forward to FALD

- From the **Review Award File** task (see step 4, page 38), select the option to **Forward to FALD** followed by the **Submit** button. This option allows you to forward the Award file to FALD for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regina Evans Log Off

Award File 0 - NA06NMF4330035

Id: 2039544
 Creator: System Account
 Status: Award File 0 Review Award File In Progress
 Last Edited User: System Account
 Create Date: 04/12/2006
 Status Date: 04/12/2006

Action: Please select an action Submit

Comment: Forward to CAMS First Approver displayed here.

Save Comment

[View previous workflow history and comments >>](#)

2. After completing task, the following screen is the *Inbox Tasks* screen. The following note is displayed across the top of the screen:

- Task “Review Award File – Forward to FALD” is complete.

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.

Task 'Review Award File - Forward to FALD' is complete.

Document Type: All Status: Open Apply Filter >>

19 items found, displaying all items. 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

Award File 0 - NA06NMF4330035

Id: 2039544
 Creator: System Account
 Status: Award File 0 Review Award File In Progress
 Last Edited User: System Account

Create Date: 04/12/2006
 Status Date: 04/12/2006

Action: Please select an action Submit

Comment: Grants Specialist comments are displayed here.

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans who is the Grants Specialist, on 2/21/06. Although the **Review Award File** task remains with Regina Evans, all the attorneys at FALD also have the **Review Award File** task in their inboxes (please see the GMD Manual for CAMS and FALD for further details). Even though the task is sent to all of the attorneys, the attorney who is the first to take action on the task will own the task, which removes the task from the inbox of the other attorneys.

11 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 13:58:20.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File			Stacia Le Blanc	FALD		Not Started	
Review Award File			Jana Gagner	FALD		Not Started	
Review Award File			Joe Levine	FALD		Not Started	
Review Award File			Ed Sharp	FALD		Not Started	
Review Award File			Eric Moll	FALD		Not Started	
Review Award File			Dinah Flynn	FALD		Not Started	
Review Award File			Michelle McClelland	FALD		Not Started	
Review Award File			Eileen Barber	FALD		Not Started	
Review Award File			Percy Robinson	FALD		Not Started	
Certify/Revise Award File	2006-02-21 10:34:17.0	2006-02-21 10:34:17.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once FALD has completed the task to **Review Award File**. View the *Workflow History Page* to view both the action taken by FALD and comments made by FALD.

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-03-15 17:05:47.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 13:53:07.0	2006-04-29 13:53:07.0	Eric Moll	FALD	NoLegalObjection	Complete	Comments made by FALD are displayed here.
Certify/Revise Award File	2006-03-15 16:56:11.0	2006-03-15 16:56:11.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Forward to OIG

1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to IG** followed by the **Submit** button. This option allows you to forward the Award file to the Office of Inspector General for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- Task "Review Award File – Forward to IG" is complete.

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

- To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/21/06. Although the **Review Award File** task remains with Regina Evans, a task to **Review Award File** has also been sent to OIG.

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 14:34:53.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialist comments are displayed here.
Review Award File			Johnnie Frazier	OIG		Not Started	
Certify/Revise Award File	2006-02-21 18:06:23.0	2006-02-21 18:06:23.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

- You will receive a notification in Grants Online once OIG has completed their task to review the Award file. View the *Workflow History Page* to view both the action taken by OIG and comments made by OIG.

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 14:34:53.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 14:52:42.0	2006-04-29 14:52:42.0	Johnnie Frazier	OIG	ApproveAwardFile	Complete	Comments made by OIG are displayed here.
Certify/Revise Award File	2006-02-21 18:06:23.0	2006-02-21 18:06:23.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Forward to OLIA

- From the **Review Award File** task (see step 4, page 38), select the option to **Forward to OLIA** followed by the **Submit** button. This option allows you to forward the Award file to the Office of Legislative and Internal Affairs. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

- After completing task, the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- Task “Review Award File – Forward to OLIA” is complete.

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

- To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/28/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/28/06. Although the **Review Award File** task remains with Regina Evans, a task entitled **Clear Award File** has also been sent to OLIA to review the Award file.

3 items found, displaying all items. 1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 15:28:28.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	Grants Specialist comments are displayed here.
Clear Award File			Ashley Cohen	OLIA		Not Started	
Certify/Revise Award File	2006-02-28 16:17:14.0	2006-02-28 16:17:14.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

- You will receive a notification in Grants Online once OLIA has completed the **Clear Award File** task. View the *Workflow History Page* to view both the action taken by OLIA and comments made by OLIA.

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 15:28:28.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	Grants Specialist comments are displayed here.
Clear Award File	2006-04-29 15:38:28.0	2006-04-29 15:38:28.0	Ashley Cohen	OLIA	ClearAwardFile	Complete	OLIA Comments are displayed here.
Certify/Revise Award File	2006-02-28 16:17:14.0	2006-02-28 16:17:14.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Rejecting an Award File

- From the **Review Award File** task (see step 4, page 38), select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and completes the **Review Award File** task. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

- The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button.

- The following screen is the *Award File* page. Please note, upon rejecting an Award file, the STATUS indicates the Grants Specialist completed the task and rejected the Award. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

Award File 0 - NA06NMF4330004

Id: 2023802
 Creator: System Account
 Create Date: 05/01/2006
 Status: Award File 0 GrantsSpecialistActions Complete RejectAwardFile
 Status Date: 05/01/2006
 Last Edited User: System Account

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

[View/Add/Remove Attachments](#)

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award file. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove the Award information from CAMS (CBS).

Award File 0 - NA06NMF4330004 WorkFlow History Page

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

[Cancel](#)

Returning an Award File to the Program Officer

1. From the **Review Award File** task (see step 4, page 38), select the option to **Return Award File to PO** followed by the **Submit** button. This option allows you to return the Award file to the Program Officer for revisions and also completes the **Review Award File** task. Upon selecting **Submit**, a task entitled **Certify/Revise Award file** is sent to the Program Officer. Be sure to enter the reason(s) for returning the Award file in the **COMMENT** field.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A sidebar on the left lists various tasks like Advisories, Notifications, Archive, and Tasks. The main content area is titled 'Award File 0 - NA06NMF4330005'. It displays metadata: Id: 2023811, Creator: System Account, Status: Award File 0 Review Award File In Progress, Create Date: 05/01/2006, Status Date: 05/01/2006, and Last Edited User: System Account. Below this, the 'Action' dropdown is set to 'Return Award File to PO', with a 'Submit' button next to it. A 'Comment' text area is present with the placeholder text 'Enter reason(s) for returning Award file here.' and a character count of '47 / 4000'. There is also a 'Spell Check' button and a 'Save Comment' button. A link at the bottom says 'View previous workflow history and comments >>'.

Forward Award File to Grants Officer

1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to Grants Officer** followed by the **Submit** button. This option allows you to forward the Award file to the Grants officer for review and also completes the **Review Award File** task.

The screenshot shows the NOAA Grants Online interface for 'Award File 0 - NA06NMF4330035'. The metadata is: Id: 2039544, Creator: System Account, Status: Award File 0 Review Award File In Progress, Create Date: 04/12/2006, Status Date: 04/12/2006, and Last Edited User: System Account. The 'Action' dropdown menu is open, showing a list of options: 'Please select an action', 'Complete CD 450', 'Complete GMD Checklist', 'Forward to CAMS First Approver', 'Forward to FALD', 'Forward to Grants Officer', 'Forward to IG', 'Forward to OLIA', 'Reject Award File', and 'Return Award File to PO'. The 'Forward to Grants Officer' option is highlighted. A 'Submit' button is visible next to the dropdown. A 'Comment' text area is also present with the placeholder text 'Displayed here.' and a 'Save Comment' button. A link at the bottom says 'View previous workflow history and comments >>'.

Grants Specialist: Review Award File task-Continuations

Once the Program Officer has completed the Award File and forwards the Award to the Grants Specialist for review, the Grants Specialist will have the **Review Award File** task in their inbox. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The **Review Award File** task allows the Grants Specialist to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task Grants Specialists receive for continuations.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The 'Inbox' tab is selected. Below the navigation bar, there is a welcome message and a 'Log Off' button. The left sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The 'Tasks' link is highlighted. The main content area is titled 'Inbox Tasks' and contains a search filter section with 'Document Type' (All) and 'Status' (Open) dropdowns, and an 'Apply Filter >>' button. Below the filter, it says '8 items found, displaying all items. 1'. A table lists the tasks, with the first row highlighted by a red box. The table has columns: 'View Task Id', 'Award Number', 'Task Name', 'Task Status', 'Document Type', 'Document Id', 'Start Date', 'Completed Date', and 'Applicant Name'.

View Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View 84395	NA06NMF4330006	Review Award File	Not Started	Award File	2023842			University of Chicago

4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

- **Complete GMD Checklist**
- **Edit Special Award Conditions**
- **Forward to CAMS First Approver**
- **Forward to FALD for Review**
- **Reject**
- **Return Award File to Program Officer**
- **View Amendment Details**

Once the Grants Specialist has completed the GMD Checklist, the option to Forward to the Award file to the Grants Officer will be listed in the action drop down menu. Grants Specialist may also view comments from the Program Officer by selecting the **View Previous Workflow History and Comments**. This section will review each of the options beginning with **View Amendment Details**.

View Amendment Details

1. Select **View Amendment Details** from the action drop down menu followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. Upon selecting the option to **View Amendment Details**, the *Amendment to Financial Assistance Award* page is displayed and includes the following:
 - **CFDA NUMBER**
 - **GRANT TYPE**
 - **AWARD NUMBER**
 - **AMENDMENT NUMBER**
 - **RECIPIENT NAME**
 - **STREET ADDRESS**
 - **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.
 - **PROJECT TITLE and PROJECT DESCRIPTION**

In the **Costs** section, the system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

RFPA	RFPA Application	Award	Account Management	System Administration	Manage Contributions	Reports	Help
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[Return to Grants Status Report Screen](#)
[Help](#)

Amendment Header Information

CFDA Number:	11-433	Award Fy16 Period:	N/A - N/A	Program Office:	Prattville Southwest Region Program Office (SOP)
Program Officer:	Nazir Frazwan	Program Officer Phone:	311-111-1111	Program Officer Email:	nazir.frazwan@sect.gov
Federal Funding:	\$100,000.00	Non-Federal Funding:	\$0.00	Grants Specialist:	Regina A. Evans
Project Title:	GMO Manual S/S				
Organization Name:	University of Chicago				
Start Year:	No				

Amendment to Financial Assistance Award

CFDA Number:	11-433	Grant Type:	<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement (If changed, requires Cooperative Agreement Worksheet)
Award Number:	AW00W04330006	Amendment Number:	Pending
Recipient Name:	University of Chicago	Street Address:	1005 E. 57th St Chicago, IL 60637
Amendment Start and End Dates:	<input type="text"/> - <input type="text"/> The amendment start and end dates in the above fields are not part of the official CO-481. They are for internal reporting purposes only and cannot be used to project the award. A no-cost extension must be created to accurately extend the award period.		
Project Title:	GMO Manual S/S <input type="text"/>		
Project Description:	<input type="text"/>		

Bureau Fund Fiscal Year Project Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. GrantsOnline users may optionally override these calculations via the Override checkboxes below. Once checked, the values that are entered will be saved and available on the CO-481 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently negotiated funding funds.

Manual Override:	<input type="checkbox"/>
------------------	--------------------------

Costs Are Revised As Follows:

	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100000.00	\$0.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$0.00	\$0.00	\$100000.00

Reason(s) for Amendment: [Cost Increase](#)

The Amendment approved by the NOAA grants officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate the Amendment.

☐ [Amend Award Conditions](#)
☐ [Use \(New Budget\)](#)
☐ [Other](#)

[Department Of Commerce Financial Assistance Standard Terms and Conditions](#)
[NOAA Special Award Conditions](#)

[Return](#)
[Save and Return to Main](#)
[CO-481 Report](#)
[SAC Report](#)
[Cancel](#)

Reason(s) for Amendment

1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons in Reasons(s) for Amendment** section from the *Amendment to Financial Assistance Award* page (see step 2, page 53). Selecting this link will bring you to the *Enter Reason* screen. You may enter a reason(s) by either entering the reasons in the text field or by selecting the **Reason Template Language** link.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is also present. The left sidebar contains a list of tasks: Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Amendment Header Information' and displays the following details:

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Office
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.f...
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Below the header information is the 'Enter Reason' section. It features a link labeled 'Reason Template Language' which is highlighted with a red box. Below this link is a large text area for entering a reason, also highlighted with a red box. A 'Spell Check' button is located at the bottom of the text area. At the very bottom of the 'Enter Reason' section are 'Save' and 'Cancel' buttons.

2. Upon selecting the **Reason Template Language** link, the *Template Language* screen is displayed. Place a check in the checkbox in front of the language you would like to include as a reason, followed by the **Save** button.

RFA
Application
Award
Account Management
System Administration
Manage Certifications
Reports
Help

Go to Grants Online Region Events
Log Off

Amendment Header Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Southwest Region Program Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Template Language

☒ To provide continued funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.
☒ To provide additional funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.
☐ The Project Period for this award is DATE through DATE.
☐ The Budget Period for this amendment is DATE through DATE.
☐ To revise NOAA Administrative Standard Award Conditions.
☐ To revise NOAA Administrative Special and Standard Award Conditions.
☐ To incorporate DOC Financial Assistance Standard Terms and Conditions dated January, 2005.
☐ To provide continued funding for the project referenced in NOAA Administrative Special Award Condition No. NUM of the original award, which is incorporated by reference.
☐ See Exp Auth Letter
☐ This amendment provides for the fourth increment of funds under the second year of the Five-Year Plan in support of CILER as detailed in the attachment hereto and authorized under Public Law 108-7 (02/20/03).
☐ This amendment provides for a six-month no cost extension of the Agreement through DATE per the recipient's request dated DATE which is incorporated by reference.
☒ To approve the change in scope of work per the recipient's request dated DATE, which is incorporated by reference.
☐ To extend the award period 12 months per the recipient's request dated DATE, which is incorporated by reference.
☐ To revise NOAA Administrative Special Award Conditions.
☐ This amendment provides \$ in Federal funding for the final year of this multi-year award for a total of \$. Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk.
☐ The funding period for this award has been extended through ??/??/??.
☐ To correct an administrative error in the performance report Special Award Condition of the original award. The annual performance reporting requirement shall be retroactive to the original start of the award.
☐ Due to processing this extension retroactively, the closeout period has been extended to DATE in order to submit final reports and draw down funds.

Save
Cancel

- The *Enter Reason* screen is displayed and now includes the language selected from the *Template Language* screen (see step 2, page 55). Select the **Save** button to save the reason(s) and return to the CD-451 page.

Amendment Header Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Officer:	Fisheries Office (S)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Enter Reason

Reason Template Language

To provide continued funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.

To provide additional funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.

To approve the change in scope of work per the recipient's request dated DATE, which is incorporated by reference.

Save Cancel

Federal and Recipient shares of Funding

- The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the **Manual Override** checkbox. Once checked, a warning message is displayed and the values that are manually entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields. Also, please note that by using the override feature, funds indicated on the CD-451 will reflect different values than on the CD-435.

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☒

Costs Are Revised As Follows: Previous Estimate

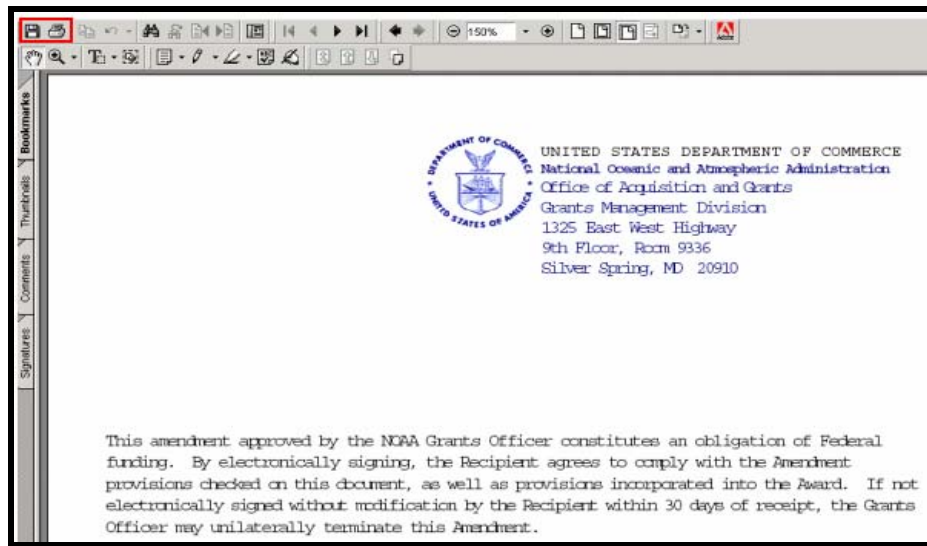
Federal Share of Cost	\$100000.00	Total Estimated Cost	\$200000.00
Recipient Share of Cost	\$0.00		\$0.00
Total Estimated Cost	\$100000.00		\$200000.00

MANUAL OVERRIDE:
Values entered will be saved specifically for this award document. Once overridden the end user is responsible for these fundings.

OK

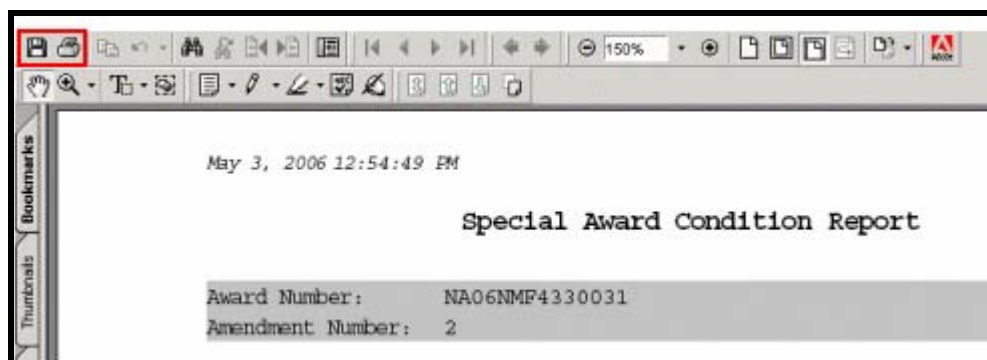
CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 53), an Adobe Acrobat file opens in a separate window, displaying the CD-451. You may save and/or print the report using the save or print icons. The CD-451 is the Department of Commerce amendment to an existing Award. In this context, it is used for continuations.



SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page, an Adobe Acrobat file opens in a separate window, displaying the Special Award Condition Report. You may save and/or print the report using the save or print icons.



Submitting the Amendment

- Once you have verified the information, select **Save** followed by **Save and Return to Main** to return to the task launch page.

Amendment Header Information

CFDA Number: 11.433 Award File Period: N/A - N/A Program Officer: Patricia Southwest Region Program Office (SWR) Program Officer Email: n32v.finnan@act.gov

Program Officer: n32v.finnan Phone: 111-111-1111 Grants Specialist: Regina A. Evans

Federal Funding: \$100,000.00 Non-Federal Funding: \$0.00

Project Title: GMD Manual S/S Organization Name: University of Chicago Multi-Year: No

Amendment to Financial Assistance Award

CFDA Number: 11.433 Grant Type: ☐ Grant ☒ Cooperative Agreement (If changed, required [Cooperative Agreement](#) [Special Award Conditions](#)?)

Award Number: n32v.finnan/4330000 Amendment Number: Pending

Recipient Name: University of Chicago Street Address: 505 E. 57th St. Chicago, IL 60637

Amendment Start and End Dates: * Extend Work Completion To: N/A

The amendment start and end dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Project Title: * GMD Manual S/S Spell Check

Project Description: * GMD Manual S/S Spell Check

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override Checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Rebased As Follows:	Previous Estimated Cost Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100000.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$0.00	\$100000.00

Reason(s) for Amendment: [Cost Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ [Special Award Conditions](#) ☐ [Use \(New Budget\)](#) ☐ [Other\(s\)](#)

Department of Commerce Financial Assistance Standard Terms and Conditions
NOAA Special Award Conditions

Save **Save and Return to Main** **DD-451 Report** **SAC Report** **Cancel**

Grants Specialist: Completing the GMD Checklist for Continuations

1. From the action drop down menu, select **Complete GMD Checklist** followed **Submit**. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action. Please note the option to **Forward the Award file to the Grants Officer** will be available after you have completed the GMD checklist.

The screenshot shows the NOAA Grants Online interface. At the top, there's a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message and a 'Log Off' button. The main content area is titled 'Award File In Progress - NA06NMF4330006'. It displays metadata: Id: 2023830, Creator: System Account, Create Date: 05/01/2006, Status: Award File In Progress Review Award File Not Started, Status Date: 05/01/2006, and Last Edited User: System Account. A red box highlights the 'Action' dropdown menu, which is open, showing options: 'Please select an action', 'Complete GMD Checklist', 'Edit Special Award Conditions', 'Forward to CAMS First Approver', 'Forward to FALD for Review', 'Reject', 'Return Award File to Program Officer', and 'View Amendment Details'. A 'Submit' button is to the right of the dropdown. Below the dropdown is a 'Comment' text area and a 'Save Comment' button. At the bottom of the red box, there is a link: 'View previous workflow history and comments >>'. Below the red box, there is another link: 'View/Add/Remove Attachments'.

- The *GMD Checklist* page is displayed. The GMD Checklist allows the Grants Specialist to review the recipient's history and to ensure all the proper checks are in order such as credit check, past performance, and debarment. The GMD Checklist contains links to subdocuments that are connected to the organizations main file. Attachments such as line item budget information and any applicable forms may be uploaded here as well. An additional feature of the GMD Checklist is each check box automatically populates when the link is selected. Grants Specialist should review each link, verify the information, and attach any necessary files. Please refer to page 11 for details on completing the GMD checklist.

NOAA
Grants Online

Index RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Register Email Log Off

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

GMD Checklist

Checklist Items	
Budget/Cost Analysis Memo	Required
Intergovernmental Review of Federal Program	As Needed
Applicants Management and Financial Capabilities	Required
Credit Check	Required
Delinquent Federal Debt	Required
Name Check Review	Required
List of Parties excluded from Procurement/Non-Procurement Activities	Required
Past Performance	Required
Pre-Award Accounting System Survey	Required
High Risk Recipient	As Needed
Awards to Insider Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not Required
Grant Type <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant	Not Required
Confirm Financial and Progress Report Requirements	Required
Review Special Award Conditions	Required
Project Details	Required
Project Dates	Required

Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.

There are no attachments on this Organization

There are no attachments on this Checklist

[Manage Checklist Attachments >>](#)

Save Save and Return to Main Cancel

Edit Special Award Conditions

- From the action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the SACs. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

- The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs created by the Program Officer and any that are pending approval are listed under **Pending Special Award Conditions**.

Condition	Description	Options
Multi-Year Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document.	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional decision and/or other required reductions, the following language	Template

Pending Special Award Conditions
No Special Award Conditions are pending for this Amendment.

Associated Special Award Conditions
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

- Upon selecting the **Create from Scratch** link, the *Special Award Condition Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

RFA Header Information:

Document ID:	2023836	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000514	Assigned Program Office:	Fisheries Southwest R (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Direct
Fiscal Year:	2006		

Application Header Information:

Application ID:	2023839	Award Number:	NA06NMF4330006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institution
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: *

Description: *

[Spell Check](#)

Association Edit:

Response Required: ☐ Due Date: Satisfied Date:

Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

- To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

Available Special Award Conditions		
Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	Template

- Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.

RFA Header Information

Document ID:	0023836	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NSFQ-GW-2006-2000514	Assigned Program Officer:	Fisheries Southwest Region PI (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Null Nator Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Directed (Soft)
Fiscal Year:	2006		

Application Header Information

Application ID:	0023839	Award Number:	NA00(NMF4)00006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Null Nator Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$200,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: Multi-Year Special Award Condition

Description: MULTI-YEAR SAC for New Awards and Amendments (except final year)

Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

The funding period for this award is (award start date) through (funding period end date) and may be extended through (award end date).

MULTI-YEAR SAC for the Final Year Amendment:

(REVISED) 1.(Multi-year) This amendment provides \$ (amendment amount) in Federal funding for the final year of the multi-year award for a total of \$ (total amount awarded). Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk. The funding period of this award has been extended through (award end date).

[Cancel](#)

- Upon selecting the **Template** link (see step 4 page 62), the following page lists the Name of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.

Special Award Condition Details

Name: *

Description: *

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

[Spell Check](#)

Association Edits:

Response Required: ☐ Due Date:
Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

7. The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save and Return to Main** to save your changes and return to the task launch page.

[Index](#)
[RFA](#)
[Application](#)
[Award](#)
[Account Management](#)
[System Administration](#)
[Manage Certifications](#)
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RFA Header Information

Document ID:	2023828	CFOA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000513	Assigned Program Office:	Fisheries Southwest Region Program Office (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	ruhl Nazir Finamen
RFA Name:	GMD Manual v5 5/1	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information

Application ID:	2023829	Award Number	NA06NMF4330006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual v5	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Conditions

[Create From Scratch](#)

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award Sac	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following langu	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for new Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Administrative		Add Document

Associated Special Award Conditions
No Special Award Conditions have been associated.

[Save and Return](#)
[Cancel](#)

Forward to CAMS First Approver

- From the action drop down menu, select **Forward to CAMS First Approver** followed by **Submit**. This option allows you to forward the Award file to the CAMS First Approver. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

- After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- Task “Review Award File – Forward to CAMS First Approver” is complete.

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

- To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 4/12/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 4/12/06. Although the Review Award File task remains with Regina Evans, Haja Bah, who has the role of CAMSFirstApprover, also has a task titled **Check Funds in CAMS** in her inbox (please see the GMD Manual for CAMS for further details on the **Check Funds in CAMS** task).

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-13 09:49:37.0		Regina Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS			Haja Bah	CAMSFirstApprover		Not Started	
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

Forward to FALD for Review

1. From the **Review Award File** task, select the option to **Forward to FALD** followed by the **Submit** button. This option allows you to forward the Award file to the FALD for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- Task “Review Award File – Forward to FALD” is complete.

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	106112	NA06NMF4330035	Review Award File	In Progress	Award File	2039544	04/13/2006		University of Chicago

- To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

Award File In Progress - NA06NMF4330006

Id: 2023830
Creator: System Account
Status: Award File In Progress Review Award File Not Started
Last Edited User: System Account

Create Date: 05/01/2006
Status Date: 05/01/2006

Action: Forward to FALD for Review **Submit**

Comment: Grants Specialist comments are entered here.
 45 / 4000 **Spell Check**

Save Comment
[View previous workflow history and comments >>](#)

- The *Workflow History* page is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/21/06. Although the Review Award File task remains with Regina Evans, all the attorneys at FALD also have the Review Award File task in their inboxes (please see the GMD Manual for CAMS and FALD for further details). Even though the task is sent to all of the attorneys, the first attorney to take action on the task will own the task, and the task will be removed from the inbox of the other attorneys.

11 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 13:58:20.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File			Stacia Le Blanc	FALD		Not Started	
Review Award File			Jana Gagner	FALD		Not Started	
Review Award File			Joe Levine	FALD		Not Started	
Review Award File			Ed Sharp	FALD		Not Started	
Review Award File			Eric Moll	FALD		Not Started	
Review Award File			Dinah Flynn	FALD		Not Started	
Review Award File			Michelle McClelland	FALD		Not Started	
Review Award File			Eileen Barber	FALD		Not Started	
Review Award File			Percy Robinson	FALD		Not Started	
Certify/Revise Award File	2006-02-21 10:34:17.0	2006-02-21 10:34:17.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once FALD has completed the task to review the Award file. View the *Workflow History Page* to view both the action taken by FALD and comments made by FALD.

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-03-15 17:05:47.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 13:53:07.0	2006-04-29 13:53:07.0	Eric Moll	FALD	NoLegalObjection	Complete	Comments made by FALD are displayed here.
Certify/Revise Award File	2006-03-15 16:56:11.0	2006-03-15 16:56:11.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Rejecting an Award File

1. From the **Review Award File** task, select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and completes the **Review Award File** task. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

NOAA Grants Online

Welcome to Grants Online Regina Evans

Award File In Progress - NA06NMF4330006

Id: 2023830 **Create Date:** 05/01/2006

Creator: System Account **Status:** Award File In Progress Review Award File In Progress **Status Date:** 05/01/2006

Last Edited User: System Account

Action: Please select an action **Submit**

Comment: Complete GMD Checklist
Edit Special Award Conditions
Forward to CAMS First Approver
Forward to FALD for Review
Forward to Grants Officer for Review
Reject
Return Award File to Program Officer
View Amendment Details

Save Comment

[View previous workflow history and comments >>](#)

2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button. Please note, upon rejecting an Award file, the Award file **Status** indicates the Grants Specialist completed the task and rejected the Award.

NOAA Grants Online

Welcome to Grants Online Regina Evans

Reject Award File

Please enter comments *

Enter explanation for rejecting the Award file here.

53 / 4000 **Spell Check**

Done **Cancel**

- The following screen is the *Award file* page. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

Award File In Progress - NA05NMF4071033

Id: 2034935
 Creator: Richard Maney
 Status: Award File In Progress GrantsSpecialistActions Complete RejectAmendment
 Last Edited User: Richard Maney
 Create Date: 02/07/2006
 Status Date: 02/07/2006

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

[View/Add/Remove Attachments](#)

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award File. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove Award information from CAMS (CBS).

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

[Cancel](#)

Returning an Award File to the Program Officer

1. From the **Review Award File** task, select the option to **Return Award File to PO**, followed by the **Submit** button. This option allows you to return the Award file to the Program Officer for revisions and also completes the **Review Award File** task. Upon selecting **Submit**, a task entitled **Certify/Revise Award file** is sent to the Program Officer. Be sure to enter the reason(s) for returning the Award file in the COMMENT field.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area is titled 'Award File In Progress - NA06NMF4330006'. It displays metadata: Id: 2023830, Creator: System Account, Status: Award File In Progress Review Award File In Progress, Last Edited User: System Account, Create Date: 05/01/2006, and Status Date: 05/01/2006. A red box highlights the 'Action' dropdown menu, which is open and shows a list of actions: 'Please select an action', 'Complete GMD Checklist', 'Edit Special Award Conditions', 'Forward to CAMS First Approver', 'Forward to FALD for Review', 'Forward to Grants Officer for Review', 'Reject', 'Return Award File to Program Officer', and 'View Amendment Details'. The 'Return Award File to Program Officer' option is highlighted. To the right of the dropdown is a 'Submit' button. Below the dropdown is a 'Comment' field with a text area and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is at the bottom.

Forward Award File to Grants Officer

1. From the **Review Award File** task, select the option to **Forward to Grants Officer** followed by the **Submit** button. This option allows you to forward the Award file to the Grants Officer for review and also completes the **Review Award File** task. Please note that the option to **Forward to Grants Officer** is available only after the GMD Checklist is completed.

This screenshot is identical to the one above, showing the same NOAA Grants Online interface. The 'Action' dropdown menu is open, and the 'Forward to Grants Officer for Review' option is highlighted instead of 'Return Award File to Program Officer'. All other elements, including the metadata, 'Submit' button, 'Comment' field, and 'Save Comment' button, remain the same.

Grants Officer: Review Award File task – New Awards

Once the Grants Specialist has reviewed and forwarded the Award file to the Grants Officer for approval, the Grants Officer will receive the **Review Award File** task. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Officer to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task for Grants Officers.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The 'Inbox' tab is selected. The left sidebar contains links for Advisories, Notifications, Archive, Tasks (highlighted), Send Message, and Manage Workflow Tasks. The main content area is titled 'Inbox Tasks' and includes filters for Document Type (All) and Status (Open). Below the filters, a table lists tasks. A red box highlights the 'View' link for the 'Review Award File' task.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Completed Date	EFO Number	Applicant Name	Proposal Number
View	84324	NA06NMF4330006	Review Award File	Not Started	Award File	2023819		NMFS-SW-2006-2000512	University of Chicago	N/A

4. The task launch page is displayed. From the action drop down menu, Grants Officers can select from the following options:

- Review CD-450
- Reject Award File
- Return Award File to Grants Specialist

Once the Grants Officer has reviewed the CD-450, the option to approve the Award file will be listed in the action drop down menu. Grants Officers may also view comments by selecting the **View Previous Workflow History and Comments** link. In the following sections, we will review each option.

5. Upon selecting the **View Previous Workflow History and Comments**, the *Workflow History Page* is displayed and shows comments that have been entered by the Program Officer, Grants Specialist, and/or Grants Officer. The workflow history also indicates the Program Officer forwarded the Award file and completed the **Certify Revise Award file** task on 5/1/2006. The Grants Specialist forwarded the Award file and completed the **Review Award file** task on 5/1/2006.

3 items found, displaying all items. 1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File			Lamar Dwayne Revis	GrantsOfficer		Not Started	
Review Award File	2006-05-01 13:50:38.0	2006-05-01 13:51:32.0	Regina A. Evans	GrantsSpecialist	ForwardToGrantsOfficer	Complete	Comments made by the Grants Specialist are displayed here.
Certify/Revise Award File	2006-05-01 13:49:38.0	2006-05-01 13:49:38.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments made by the Program Officer are displayed here.

Cancel

Review CD-450

1. From the **Review Award File** task, select the option to **Review CD-450** followed by the **Submit** button. This option allows you to review the CD-450. Please note that Grants Officers must review the CD-450 before they can approve the Award file.

NOAA Grants Online

Welcome to Grants Online Lamar Davis

Award File 0 - NA06NMF4330005

Id: 2023811
Creator: System Account
Status: Award File 0 Review Award File Not Started
Last Edited User: System Account
Create Date: 05/01/2006
Status Date: 05/01/2006

Action: Please select an action
Please select an action
Review CD 450
Reject Award File
Return Award File to Grants Specialist

Comment:

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

2. The CD-450 page is displayed. Select the **Go to CD450 Details Page** link to view the details of the CD-450. In addition, select the link entitled **view previous workflow history and comments** to view the previous workflow history and comments.

NOAA Grants Online

Welcome to Grants Online Lamar Davis

CD450 - NA06NMF4330006

Id: 2023823
Creator: System Account
Status: CD450 IN Progress
Last Edited User: System Account
Create Date: 05/01/2006
Status Date: 05/01/2006

[Go to CD450 Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

- The following screen is the *CD-450 details* page. The CD-450 is the Department of Commerce standard terms and conditions form that is sent to recipients. There are hyperlinks that refer to the various terms and conditions of the award. The CD-450 may be printed from Grants Online. The CD-450 includes the **Financial Assistance Award** section and the **CD-450 Items** section. This screen also displays any attachments associated with this Grants File. The Grants Officer field is blank, but once the Grants Officer approves the Award file, their name will populate in the GRANTS OFFICER field, as well as the date they approved the Award.

Application Header Information

CFDA Number:	11.423	RFA Document ID:	2023799
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual S/L
Application ID:	2023817	Project Title:	GMD Manual v3
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330006		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-450s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	\$100000.00	Override <input type="checkbox"/>
Street Address:	1025 E. 57th St	Recipient Share of Cost:	\$0.00	
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$100000.00	
CFDA Number:	11.435	Award Number:	NA06NMF4330006	Award Period:
				07/01/2006 - 07/01/2007

CD-450 Items

<input type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 48 CFR Part 10, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofits, and Commercial Organizations	Required
<input type="checkbox"/> 48 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-120, Cost Principles for Nonprofit Organizations	
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> OMB Circular A-123, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Click Grant File Attachments >>](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on this document, as well as provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, this Order Offer is automatically deemed to be the Award.

Save **Save and Return to Main** **Cancel** **CD-450 Report** **SAC Report**

CD-450: Financial Assistance Award

1. The Financial Assistance Award displays the following information:

- **RECIPIENT NAME**
- **STREET ADDRESS**
- **CITY, STATE, ZIP**
- **CFDA NUMBER**
- **FEDERAL SHARE OF COST**
- **RECIPIENT SHARE OF COST**
- **TOTAL ESTIMATED COST**
- **AWARD PERIOD**

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. You may optionally override these calculations via the **Override** checkbox below. Before selecting the **Override** checkbox, the FEDERAL SHARE OF COST and the RECIPIENT SHARE OF COST fields are greyed out.

Financial Assistance Award					
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.					
Recipient Name:	University of Chicago			Federal Share of Cost:	\$150000.00
				Override	<input type="checkbox"/>
Street Address:	1786 Derbenshire drive			Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Project Title:	GMD Manual 4/12/06	Total Estimated Cost:	\$150000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035	Award Period:	05/01/2006 - 05/01/2008

2. Upon selecting the **Override** checkbox, the warning message below is displayed. Please note, by using the override feature, funds indicated on the CD-450 will reflect different values than on the CD-435. After reading the warning message, select **OK**.

The screenshot shows the Grants Online interface with the 'Financial Assistance Award' form. The 'Override' checkbox is checked, and a warning message is displayed in a dialog box. The warning message states: 'MANUAL OVERRIDE: Values entered will be saved specifically for this award document. Once overridden the end user is responsible for these fundings.' The 'Override' checkbox is highlighted with a red box.

Financial Assistance Award					
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.					
Recipient Name:	University of Chicago			Federal Share of Cost:	\$150000.00
				Override	<input checked="" type="checkbox"/>
Street Address:	1786 Derbenshire drive			Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Project Title:	GMD Manual 4/12/06	Total Estimated Cost:	\$150000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035	Award Period:	05/01/2006 - 05/01/2008

3. After selecting OK from the warning message, the FEDERAL SHARE OF COST, RECIPIENT SHARE OF COST, and the TOTAL ESTIMATED COST fields are now editable. The values that you enter will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Financial Assistance Award					
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.					
Recipient Name:	University of Chicago			Federal Share of Cost:	\$150000.00
					Override <input checked="" type="checkbox"/>
Street Address:	1786 Derbenshire drive			Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago , IL 60637	Project Title:	GMD Manual 4/12/06	Total Estimated Cost:	\$150000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035	Award Period:	05/01/2006 - 05/01/2008

CD-450: CD 450 Items

1. On the *CD-450 details* page, the following items are listed under **CD-450 items**:
 - **Department of Commerce Financial Assistance Standard Terms and Conditions**
 - **NOAA Special Award Conditions**
 - **Line Item Budget (Attach File)**
 - **15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations**
 - **15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State Local Governments**
 - **OMB Circular A-21, Cost Principles for Educational Institutions**
 - **OMB Circular A-87, Cost Principles for State, Local, and Indian Governments**
 - **OMB Circular A-122, Cost Principals for Nonprofit Organizations**
 - **48 CFR Part 31, Contract Cost Principles and Procedures**
 - **OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations**
 - **Other(s)**

Select the appropriate check boxes as identified by the **Required** column. Click each required item hyperlink to ensure existing recipient data is valid or has not expired. Attach applicable files such as the **Line Item Budget** file. Select the **Edit Grant File Attachments** link to view, add, and/or remove attachments.

CD-450 Items	
<input checked="" type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input checked="" type="checkbox"/> NOAA Special Award Conditions	Required
<input checked="" type="checkbox"/> Line Item Budget (Attach File)	Required
<input checked="" type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input checked="" type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input checked="" type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input checked="" type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Edit Grant File Attachments >>](#)

CD-450 Report

1. To view the CD-450 report, from the *CD-450 details* page, select the button titled **CD-450 Report**.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-450s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	\$150,000.00
Street Address:	1786 DeWittshire drive	Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$150,000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035
		Award Period:	05/01/2006 - 05/01/2009

CD-450 Items

<input type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofits, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> 48 CFR Part 4.001, Cost Principles for Educational Institutions	
<input type="checkbox"/> 48 CFR Part 4.002, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> 48 CFR Part 4.003, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> 48 CFR Part 4.004, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Get Grant File Attachments >>](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to the award provisions checked on this document, as well as provisions incorporated into the award. If not electronically signed by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

Buttons: Save, Save and Return to Main, Cancel, **CD-450 Report**, SAC Report

2. An Adobe Acrobat file opens in a separate window, displaying the CD-450. You may save and/or print the report using the save or print icons.

UNITED STATES DEPARTMENT OF COMMERCE
 National Oceanic and Atmospheric Administration
 Office of Acquisition and Grants
 Grants Management Division
 1325 East West Highway
 9th Floor, Room 9336
 Silver Spring, MD 20910

omeed smith
 University of Chicago
 1786 DeWittshire drive
 Chicago, IL 60637

Reference: NOAA Award No. NA06NMF4330035
 Amendment No. 0
 Federal Share \$150,000.00

Dear omeed smith:

Enclosed for your review and approval are two originals of the above referenced NOAA

SAC Report

1. To view the SAC report, from the *CD-450 details* page, select the button titled **SAC Report**.

Application Header Information

CFDA Number:	11.433	RFA Document ID:	2039541
Program Office:	Fisheries Southwest Region Program Office (SW)	RFA Document Title:	GMD Manual 4/12/06
Application ID:	2039542	Project Title:	GMD Manual 4/12/06
Applicant:	University of Chicago	Fiscal Year:	2006
Award Number:	NA06NMF4330035		

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checks values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago	Federal Share of Cost:	\$1,000,000.00
Street Address:	1786 Devonshire drive	Recipient Share of Cost:	\$0.00
City, State, Zip:	Chicago, IL 60637	Total Estimated Cost:	\$1,000,000.00
CFDA Number:	11.433	Award Number:	NA06NMF4330035
Project Title:	GMD Manual 4/12/06	Award Period:	05/01/2006 - 05/01/2009

CD-450 Items

<input type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> NOAA Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-81, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other(s)	Required

There are no attachments on this Grants File
[Edit Grant File Attachments](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the award provisions checked on this document, as well as provisions incorporated into the Award. If not electronically signed by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

Save **Save and Return to Main** **Cancel** **CD450 Report** **SAC Report**

2. An Adobe Acrobat file opens in a separate window, displaying the SAC report. You may save and/or print the report using the save or print icons.

Apr 19, 2006 5:03:32 PM

Special Award Condition Report

Award Number: NA06NMF4330035
 Amendment Number: 0

1.) GMD Manual
 GMD Manual

2.) Multi-Year Special Award Condition

MULTI-YEAR SAC for New Awards and Amendments (except final year)

Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

Submitting the CD-450

1. Once you have completed reviewing and, if applicable, updating the CD-450, select **Save** followed by **Save and Return to Main**.

NAA Grants Office		Access	RFA Application	Award	Amount Management	System Administration	Manage Certifications	Reports	Help
Welcome to NAA's Online Grants System									
Log Out									
Application Header Information:									
CFOA Number:	11-435				RFA Document ID:	0309541			
Program Office:	Polynes Southwest Region Program Office (SW)				RFA Document Title:	GMD Manual 4/12/06			
Application ID:	0309540				Project Title:	GMD Manual 4/12/06			
Applicant:	University of Chicago				Fiscal Year:	2006			
Award Number:	NAOENMF4220035								
Financial Assistance Award									
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiate funding amounts. Grants Online users may optionally override these calculations via the Override function below. Once checked, values that are entered will be saved and available on the CD-435 report. Please note that when the Grants Office signs, the file will automatically download and store the currently populated funding files.									
Workcenter:	University of Chicago	Federal Share of Cost:	\$1,000,000.00 Periodic						
Street Address:	3700 Centerline	Recipient Share of Cost:							
City, State, Zip:	Chicago , IL 60637	Total Estimated Cost:	\$1,000,000.00						
CFOA Number:	11-435	Award Number:	NAOENMF4300036						
CD-435 Items	<input checked="" type="checkbox"/> Download List of Current Financial Assistance Standard Terms and Conditions Required <input checked="" type="checkbox"/> NAA Special Award Conditions Required <input checked="" type="checkbox"/> Use Item Budget (Attach File) Required <input checked="" type="checkbox"/> SS CDF Part 33, Contract Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Research and Experimental Organizations Required <input checked="" type="checkbox"/> 45 CFR Part 48, Informal Administrative Requirements for Grants and Agreements to State and Local Governments Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Policies for Educational Institutions Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Policies for State, Local, and Indian Tribal Governments Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Procedures for Nonprofit Organizations Required <input checked="" type="checkbox"/> 45 CFR Part 48, Contract Administrative Requirements for Grants and Agreements to State and Local Governments Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Policies for Educational Institutions Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Policies for State, Local, and Indian Tribal Governments Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Procedures for Nonprofit Organizations Required <input checked="" type="checkbox"/> 45 CFR Part 48, Contract Administrative Requirements Required <input checked="" type="checkbox"/> GMD Circular A-107, Grant Policies for State, Local Governments, and Nonprofit Organizations Required <input checked="" type="checkbox"/> Others Required								
There are no attachments on this Grants File. Click Here to Attachments									
Grants Officer:									
This award approved by the NOAA Grants Office constitutes an obligation of Federal funding, by electronically signing, the Recipient agrees to comply with the award provisions checked on this document, as well as provisions incorporated into the award, if not otherwise specified by the Recipient within 30 days of receipt. The Grants Office will not initiate or process this award.									
Save Save and Return to Main Cancel CD-100 Report SAC Report									

2. The following page is the *CD-450* page. Select the **Inbox** tab followed by the **Tasks** link.

NOAA
Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Regula Evans Log Off

Advisories
Notifications
Archive
Tasks
Send Message
Manage Workflow Tasks

CD450 - NA06NMF4330035

Id: 2039548
Creator: System Account **Create Date:** 04/12/2006
Status: CD450 IN Progress **Status Date:** 04/12/2006
Last Edited User: System Account

[Go to CD450 Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

3. Select the **View** link for the **Review Award File** task.

Document Type: Status: [Apply Filter >>](#)

13 items found, displaying all items. 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Completed Date	EEO Number	Applicant Name	Proposal Number
View	84324	NA06NMF4330006	Review Award File	Not Started	Award File	2023819		NMFS-SW-2006-2000512	University of Chicago	N/A

4. The task launch page is displayed. Please note the option to **Approve Award File** has been added to the action drop down menu.

Award File 0 - NA06NMF4330006

Id: 2023819
Creator: System Account
Status: Award File 0 Review Award File In Progress
Last Edited User: System Account
Create Date: 05/01/2006
Status Date: 05/01/2006

Action: [Submit](#)

Comment:

[Spell Check](#)

[Save Comment](#)

[View previous workflow history and comments >>](#)

Return Award File to Grants Specialist

1. From the **Review Award File** task, select the option to **Return Award File to Grants Specialist** followed by the **Submit** button. This option allows you to return the Award file to the Grants Specialist for review and/or revisions. In the **COMMENT** field, be sure enter an explanation for returning the Award file and/or the necessary revisions. This option also completes the **Review Award File** task.

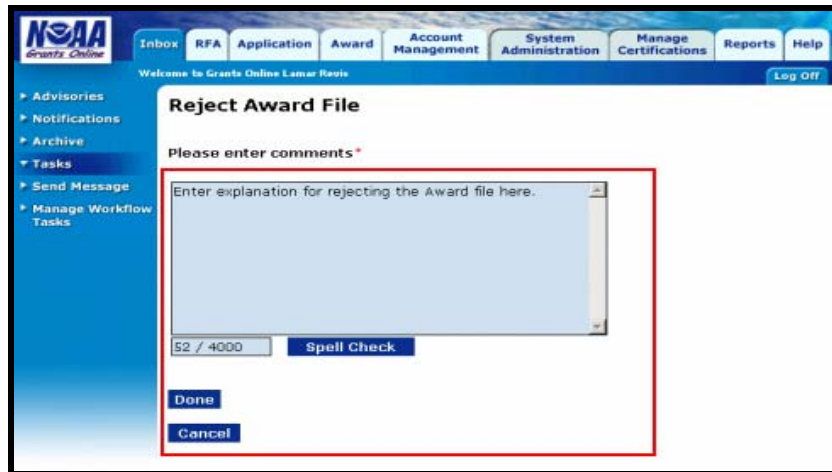
The screenshot shows the 'Award File 0 - NA06NMF4330006' page in the Grants Online system. The left sidebar contains navigation links: Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area displays the award file details: Id: 2023819, Creator: System Account, Create Date: 05/01/2006, Status: Award File 0 Review Award File In Progress, Status Date: 05/01/2006, and Last Edited User: System Account. A red box highlights the 'Action' dropdown menu, which is open and shows the following options: 'Please select an action', 'Approve Award File', 'Review CD 450', 'Reject Award File', and 'Return Award File to Grants Specialist'. The 'Submit' button is visible next to the dropdown. Below the dropdown is a 'Comment' text area, a 'Spell Check' button, and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is at the bottom of the red box.

Reject Award File

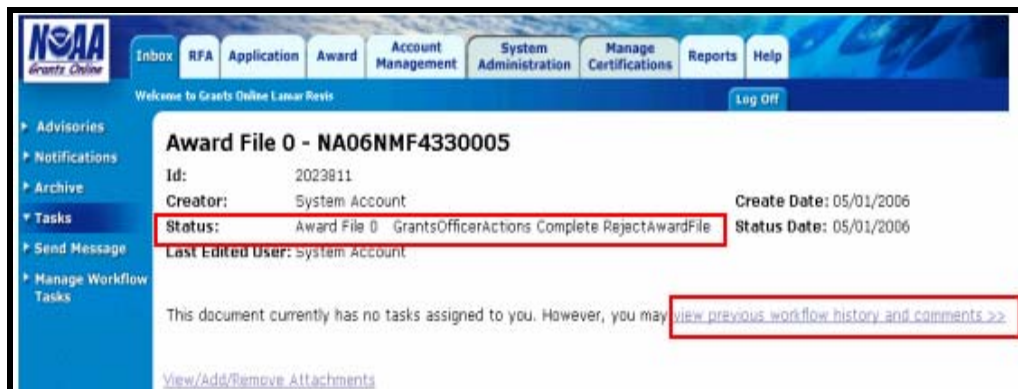
1. From the **Review Award File** task, select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and also completes the **Review Award File** task.

This screenshot is identical to the one above, showing the 'Award File 0 - NA06NMF4330006' page. The 'Action' dropdown menu is open, and the 'Reject Award File' option is highlighted. The 'Submit' button is visible next to the dropdown. Below the dropdown is a 'Comment' text area, a 'Spell Check' button, and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is at the bottom of the red box.

2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button.



3. The following screen is the *Award file* page. Please note, upon rejecting an Award file, the **Status** indicates the Grants Officer completed the task and rejected the Award. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



Approving an Award File

1. From the **Review Award File** task, select the option to **Approve Award File** followed by the **Submit** button. This option allows you to approve the Award file. This option also completes the **Review Award File** task.

The screenshot shows the 'Award File 0 - NA06NMF4330006' page in the Grants Online system. The 'Action' dropdown menu is open, displaying the following options: 'Please select an action', 'Approve Award File', 'Review CD 450', 'Reject Award File', and 'Return Award File to Grants Specialist'. The 'Submit' button is located to the right of the dropdown. Below the dropdown is a 'Comment' text area, a 'Spell Check' button, and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is also visible.

2. After an Award is approved, the workflow varies. The four different workflow paths are determined by the following two factors:
 - Is the recipient an electronic recipient?
 - Is the recipient an ASAP recipient?

The **Grant Information** section of the Grants file indicates if the recipient is an electronic and/or ASAP recipient.

The four different workflow paths are detailed in the following steps and are the same for both new Awards and continuations.

The screenshot shows the 'Grants File - NA06NES4280045' page in the Grants Online system. The 'Grant Information' section is highlighted, showing the following details:

CFDA Number:	11.428	Award Period:	05/01/2006 - 09/01/2006	Program Office:	National Environmental Satellite Data and Information Service Program Office (NESDTSPO)
Program Officer:	Julie Bryant	Program Officer Phone:	301.817.4245	Program Officer Email:	1jule.bryant@noaa.gov
Total Federal Funding:	\$586.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	Yes	ASAP Recipient:	No
Progress Report Frequency:	Semi-Annually	Report Frequency:	N/A		
Project Title:	Electronic Yes, ASAP No				

3. **Electronic-yes, ASAP-yes:** In cases where the recipient is both electronic and in the ASAP system, the workflow is as follows:
1. Grants Officer → Approve (Sign) Award (Award File workflow: Figure 1)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request workflow: Figure 2)
 3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request Workflow: Figure 2)
 - * 4. CAMS 1st Approver → ASAP Authorization (Award File workflow: Figure 1)
 - * 5. Finance Office → ASAP Certification (Award File workflow: Figure 1)
 6. Recipient → Accept Award
- * NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.
- The screen shots below depict this workflow.

Figure 1: Award File Workflow

5 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
ASAP Certification	2006-05-04 14:28:33.0	2006-05-04 14:28:33.0	Diana Carpenter	FinanceOffice	CertificationOfASAPFundsComplete	Complete	
ASAP Authorization	2006-05-04 14:26:41.0	2006-05-04 14:26:41.0	Haja S. Bah	CAMSFirstApprover	AuthorizationOfASAPFundsComplete	Complete	
Review Award File	2006-05-04 14:20:35.0	2006-05-04 14:22:13.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 14:19:25.0	2006-05-04 14:20:07.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 14:19:00.0	2006-05-04 14:19:00.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 2: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Conduct CAMS Second Approval	2006-05-04 14:26:10.0	2006-05-04 14:26:10.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 14:23:03.0	2006-05-04 14:23:03.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 14:18:22.0	2006-05-04 14:18:22.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 14:17:19.0	2006-05-04 14:17:19.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 14:16:38.0	2006-05-04 14:16:38.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 14:15:33.0	2006-05-04 14:16:20.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

4. **Electronic-no, ASAP-yes:** In cases where the recipient is not electronic but they are in the ASAP system, the workflow is as follows:
1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 3)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 4)
 3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 4)
 - * 4. CAMS 1st Approver → ASAP Authorization (Award file workflow: Figure 3)
 - * 5. Finance Office → ASAP Certification (Award file workflow: Figure 3)
 - * 6. CAMS 1st Approver → Mail Award (Award file workflow: Figure 3)
 7. GMD Staff enters Countersign date into Grants Online when received back from Recipient
- * NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.
- The screen shots below depict this workflow.

Figure 3: Award File Workflow

6 items found, displaying all items:1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Mail Award	2006-05-04 15:46:41.0	2006-05-04 15:46:41.0	Haja S. Bah	CAMSFIRSTApprover	AwardMailingComplete	Complete	
ASAP Certification	2006-05-04 15:46:09.0	2006-05-04 15:46:09.0	Diana Carpenter	FinanceOffice	CertificationOfASAPFundsComplete	Complete	
ASAP Authorization	2006-05-04 15:45:39.0	2006-05-04 15:45:39.0	Haja S. Bah	CAMSFIRSTApprover	AuthorizationOfASAPFundsComplete	Complete	
Review Award File	2006-05-04 15:43:11.0	2006-05-04 15:43:34.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 15:41:41.0	2006-05-04 15:42:11.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 15:41:19.0	2006-05-04 15:41:19.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 4: Procurement Request and Commitment of Funds Workflow

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Conduct CAMS Second Approval	2006-05-04 15:44:49.0	2006-05-04 15:44:49.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 15:44:24.0	2006-05-04 15:44:24.0	Haja S. Bah	CAMSFIRSTApprover	CAMSFIRSTApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 15:40:54.0	2006-05-04 15:40:54.0	Haja S. Bah	CAMSFIRSTApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:40:20.0	2006-05-04 15:40:20.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:38:17.0	2006-05-04 15:38:17.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 15:37:24.0	2006-05-04 15:38:06.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

5. **Electronic-no, ASAP-no:** In cases where the recipient is neither electronic nor in the ASAP system, the workflow is as follows:
1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 5)
 2. CAMS 1st Approver → 1st approval in CBS
 3. CAMS 2nd Approver → 2nd approval in CBS
 - * 4. CAMS 1st Approver → Mail Award (Award file workflow: Figure 5)
 5. GMD Staff enters Countersign date into Grants Online when received back from Recipient (Not Workflow)
- * NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.
- The screen shots below depict this workflow.

Figure 5: Award File Workflow

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Mail Award	2006-05-04 16:29:31.0	2006-05-04 16:29:32.0	Haja S. Bah	CAMSFirstApprover	AwardMailingComplete	Complete	
Review Award File	2006-05-04 16:26:56.0	2006-05-04 16:27:16.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 16:24:52.0	2006-05-04 16:25:36.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 16:24:32.0	2006-05-04 16:24:32.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	
Cancel							

Figure 6: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.1							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Conduct CAMS Second Approval	2006-05-04 16:28:48.0	2006-05-04 16:28:48.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 16:28:26.0	2006-05-04 16:28:26.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 16:24:02.0	2006-05-04 16:24:02.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 16:23:37.0	2006-05-04 16:23:37.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 16:22:27.0	2006-05-04 16:22:27.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 16:21:40.0	2006-05-04 16:22:19.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	
Cancel							

6. **Electronic-yes, ASAP-no:** In cases where the recipient is electronic but is not in the ASAP system the workflow is as follows:
1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 7)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 8)
 3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 8)
 4. Recipient → Accept Award
- The screen shots below depict the workflow:

Figure 7: Award File Workflow

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-05-04 15:13:23.0	2006-05-04 15:13:44.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 15:11:15.0	2006-05-04 15:11:46.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 15:10:43.0	2006-05-04 15:10:43.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 8: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Conduct CAMS Second Approval	2006-05-04 15:15:12.0	2006-05-04 15:15:12.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 15:14:49.0	2006-05-04 15:14:49.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 15:10:10.0	2006-05-04 15:10:10.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:09:37.0	2006-05-04 15:09:37.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:08:30.0	2006-05-04 15:08:30.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 15:07:44.0	2006-05-04 15:08:22.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

Grants Officer: Review Award File task – Continuations

Once the Grants Specialist has reviewed and forwarded the Award file to the Grants Officer for approval, the Grants Officer will receive the **Review Award File** task. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Officer to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task for Continuations for Grants Officers.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The 'Inbox' tab is selected. Below the navigation bar, there is a 'Welcome to Grants Online Stacy Tedder' message and a 'Log Off' button. The left sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks' (highlighted), 'Send Message', and 'Manage Workflow Tasks'. The main content area is titled 'Inbox Tasks' and includes filters for 'Document Type' (All) and 'Status' (Open), with an 'Apply Filter >>' button. Below the filters, it states '19 items found, displaying all items.1'. A table lists the tasks, with one task highlighted by a red box: 'Review Award File' with a 'View' link.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name
View	84621	NA06NMF4330006	Review Award File	Not Started	Award File	2023830			University of Chicago

4. The task launch page is displayed. From the action drop down menu, Grants Officers can select from the following options:

- **Approve**
- **Edit Special Award Conditions**
- **Reject**
- **Return to Grants Specialist**
- **View Amendment Details**

Grants Officers may also view comments made by selecting the **View Previous Workflow History and Comments**. In the following sections, we will review each option.

The screenshot shows the 'Award File In Progress' page for NA06NMF4330006. The page has a blue header with the NOAA logo and a navigation menu on the left. The main content area displays the award details: Id: 2023842, Creator: System Account, Status: Award File In Progress Review Award File In Progress, Last Edited User: System Account, Create Date: 05/02/2006, and Status Date: 05/02/2006. Below this, there is an 'Action' dropdown menu with options: Please select an action, Approve, Edit Special Award Conditions, Reject, Return to Grants Specialist, and View Amendment Details. A 'Submit' button is next to the dropdown. Below the action menu is a 'Comment' text area with a 'Spell Check' button and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is at the bottom of the comment section.

Edit Special Award Conditions

1. From the action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the Special Award Conditions. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the 'Award File In Progress' page for NA06NMF4330006. The page has a blue header with the NOAA logo and a navigation menu on the left. The main content area displays the award details: Id: 2023842, Creator: System Account, Status: Award File In Progress Review Award File In Progress, Last Edited User: System Account, Create Date: 05/02/2006, and Status Date: 05/02/2006. Below this, there is an 'Action' dropdown menu with options: Please select an action, Approve, Edit Special Award Conditions, Reject, Return to Grants Specialist, and View Amendment Details. A 'Submit' button is next to the dropdown. Below the action menu is a 'Comment' text area with a 'Spell Check' button and a 'Save Comment' button. A link 'View previous workflow history and comments >>' is at the bottom of the comment section.

- The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs created by the Program Officer and any that are pending approval are listed under **Pending Special Award Conditions**.

RFA Header Information:

Document ID:	2023R36	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000514	Assigned Program Office:	Fisheries Southwest Region Program Office (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Directed (Soft Earmark)
Fiscal Year:	2006		

Application Header Information:

Application ID:	2023539	Award Number:	NA05NMF4330005
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Conditions

[Create from Scratch](#)

Condition	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year). Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document.	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional action and/or other required reductions, the following language	Template

Pending Special Award Conditions
No Special Award Conditions are pending for this Amendment.

Associated Special Award Conditions
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

- Upon selecting the **Create from Scratch** link, the *Special Award Conditions Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

RFA Header Information:

Document ID:	2023836	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000514	Assigned Program Office:	Fisheries Southwest R (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Direct
Fiscal Year:	2006		

Application Header Information:

Application ID:	2023839	Award Number:	NA06NMF4330006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institution
Program Officer:	Nazir Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: *

Description: *

[Spell Check](#)

Association Edit:

Response Required: ☐ Due Date: Satisfied Date:

Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

- To view an available SAC, in the **Available Special Award Conditions** section select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

Available Special Award Conditions		
Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	Template

- Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.

RFA Header Information

Document ID:	002858	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NSFQ-GW-2005-2000514	Assigned Program Officer:	Fisheries Southwest Region PI (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Null Nator Finamen
RFA Name:	GMD Manual 5/2	Noncompetitive RFA Type:	Congressionally Directed (Soft)
Fiscal Year:	2006		

Application Header Information

Application ID:	002858	Award Number:	NA00(NMF4)00006
Applicant Name:	University of Chicago	Application Receipt Date:	04/30/2006
Project Title:	GMD Manual 5/2	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer:	Null Nator Finamen	DUNS Number:	123456789
Federal Funding Requested:	\$200,000.00	Type of Submission:	Application
		Type of Application:	Continuation

Special Award Condition Details

Name: Multi-Year Special Award Condition

Description: MULTI-YEAR SAC for New Awards and Amendments (except final year)

Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

The funding period for this award is (award start date) through (funding period end date) and may be extended through (award end date)

MULTI-YEAR SAC for the Final Year Amendment:

(REVISED) 1.(Multi-year) This amendment provides \$ (amendment amount) in Federal funding for the final year of the multi-year award for a total of \$ (total amount awarded). Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk. The funding period of this award has been extended through (award end date).

[Cancel](#)

- Upon selecting the **Template** link, the following page lists the NAME of the SAC, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.

Special Award Condition Details

Name: * Multi-Year Special Award Condition

Description: * Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., total amount awarded) and the end date of the funding period.

1.(MULTI-YEAR) The award period and budget(s) incorporated into this award cover a (Number of years) -year period for a total amount of (Total Federal Award Amount) in Federal funds. However, Federal funding available at this time is limited to (Total amount awarded on the CD 450/451) for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

[Spell Check](#)

Association Edits:

Response Required: ☐ Due Date: (mm/dd/yyyy) Satisfied Date:

Type: Administrative Pending

[Save](#) [Done](#) [Cancel](#)

- The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save and Return to Main** to save your changes and return to task launch page.

RF A Header Information

Document ID: 2023826
Announcement Type: Initial
Funding Opportunity Number: NMFS-SW-2006-2000513
Line Office: National Marine Fisheries Service (NMFS)
RFA Name: GMD Manual v5 5/1
Fiscal Year: 2006

CFDA Number: 11.433
SubProgram: NE Competitive
Assigned Program Office: Fisheries Southwest Region Program Office (SW)
Assigned Program Officer: null Nazir Finamen
Noncompetitive RFA Type: Congressionally Directed (Soft Earmark)

Application Header Information

Application ID: 2023829
Applicant Name: University of Chicago
Project Title: GMD Manual v5
Program Officer: Nazir Finamen
Federal Funding Requested: \$100,000.00

Award Number: NA06NM4330006
Application Receipt Date: 04/30/2006
Applicant Type: Public/State Controlled Institution of Higher Education
DUNS Number: 123456789
Type of Submission: Application
Type of Application: Continuation

Special Award Conditions

Create From Scratch

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e., This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
New Award SAC		Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document.	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional action and/or other required reductions, the following language will be included in the award document.	Template

Pending Special Award Conditions

Name	Description	Type	Due Date	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Administrative		Edit Remove

Associated Special Award Conditions
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

View Amendment Details

- Select **View Amendment Details** from the action drop down menu followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

Award File In Progress - NA06NM4330006

Id: 2023842
Creator: System Account
Status: Award File In Progress Review Award File In Progress
Last Edited User: System Account
Create Date: 05/02/2006
Status Date: 05/02/2006

Action: Please select an action [Submit](#)

Comment:

[Spell Check](#) [Save Comment](#) [View previous workflow history and comments >>](#)

2. Upon selecting the option to **View Amendment Details**, the *Amendment to Financial Assistance Award* page is displayed and includes the following:
 - **CFDA NUMBER**
 - **GRANT TYPE**
 - **AWARD NUMBER**
 - **AMENDMENT NUMBER**
 - **RECIPIENT NAME**
 - **STREET ADDRESS**
 - **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.
 - **PROJECT TITLE and PROJECT DESCRIPTION**

In the **Costs** section, the system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Amendment Header Information

CFDA Number: 11-433 Award Title Period: N/A - N/A Program Officer: Patricia Southwest Region Program Office (SOP)
 Program Officer: N/A Program Officer: 111-111-1111 Program Officer: naxx.brown@fda.gov
 Federal Funding: \$100,000.00 Non-Federal Funding: \$0.00 Grants Specialist: Patricia A. Evans
 Project Title: GAO Manual 5/2
 Organization Name: University of Chicago
 Multi-Year: No

Amendment to Financial Assistance Award

CFDA Number: 11-433 Grant Type: ☐ Grant ☐ Cooperative Agreement (If changed, requires [Consent to Amend](#))
 Award Number: N/A Amendment Number: 1
 Recipient Name: University of Chicago Street Address: 505 E. 57th St
 Chicago, IL 60607
 Amendment Start and End Dates: *
 The amendment start and end dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.
 Project Title: *
 GAO Manual 5/2
 Project Description: *
 GAO Manual 5/2

Costs

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Reported As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Reason(s) for Amendment: ☐ [Cost Change](#)

This Amendment approved by the RPOA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ [Special Award Conditions](#) ☐ [Departmental Administrative Financial Assistance Standard Terms and Conditions](#) ☐ [NIA Special Award Conditions](#)

Reason(s) for Amendment

1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons** in **Reasons(s) for Amendment** section from the *Amendment to Financial Assistance Award* page (see step 2, page 97). The *Enter Reason* screen is displayed. You may enter the reason(s) in the text field or you may select the **Reason Template Language** link.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Amendment Header Information' and displays the following data:

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Office
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.f...
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Below the header information is the 'Enter Reason' section. It features a link labeled 'Reason Template Language' which is highlighted by a red box. Below this link is a large, empty text area for entering a reason. A 'Spell Check' button is located at the bottom of the text area. At the very bottom of the 'Enter Reason' section are 'Save' and 'Cancel' buttons.

- Upon selecting the **Reason Template Language** link, the *Template Language* screen is displayed. Place a check in the checkbox in front of the language you would like to include as a reason, followed by the **Save** button.

RFA	Application	Award	Account Management	System Administration	Manage Certifications	Reports	Help																																				
<p>Amendment Header Information</p> <table> <tr> <td>CFDA Number:</td> <td>11.433</td> <td>Award Period:</td> <td>07/01/2006 - 07/01/2007</td> <td>Program Office:</td> <td>Fisheries Southwest Region Program Office (SW)</td> </tr> <tr> <td>Program Officer:</td> <td>Nazir Finamen</td> <td>Program Officer Phone:</td> <td>111-111-1111</td> <td>Program Officer Email:</td> <td>nazir.finamen@test.gov</td> </tr> <tr> <td>Total Federal Funding:</td> <td>\$100,000.00</td> <td>Total Non Federal Funding:</td> <td>\$0.00</td> <td>Multi-Year:</td> <td>No</td> </tr> <tr> <td>Organization Name:</td> <td>University of Chicago</td> <td>Electronic Recipient:</td> <td>No</td> <td>ASAP Recipient:</td> <td>Yes</td> </tr> <tr> <td>Progress Report Frequency:</td> <td>Semi-Annually</td> <td>Financial Report Frequency:</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Project Title:</td> <td>GMD Manual v3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Southwest Region Program Office (SW)	Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov	Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No	Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes	Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A			Project Title:	GMD Manual v3				
CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Southwest Region Program Office (SW)																																						
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov																																						
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No																																						
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes																																						
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A																																								
Project Title:	GMD Manual v3																																										
<p>Template Language</p> <div> <input checked="" type="checkbox"/> To provide continued funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference. <input checked="" type="checkbox"/> To provide additional funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference. <input type="checkbox"/> The Project Period for this award is DATE through DATE. <input type="checkbox"/> The Budget Period for this amendment is DATE through DATE. <input type="checkbox"/> To revise NOAA Administrative Standard Award Conditions. <input type="checkbox"/> To revise NOAA Administrative Special and Standard Award Conditions. <input type="checkbox"/> To incorporate DOC Financial Assistance Standard Terms and Conditions dated January, 2005. <input type="checkbox"/> To provide continued funding for the project referenced in NOAA Administrative Special Award Condition No. NUM of the original award, which is incorporated by reference. <input type="checkbox"/> See Exp Auth Letter <input type="checkbox"/> This amendment provides for the fourth increment of funds under the second year of the Five-Year Plan in support of CILER as detailed in the attachment hereto and authorized under Public Law 108-7 (02/20/03). <input type="checkbox"/> This amendment provides for a six-month no cost extension of the Agreement through DATE per the recipient's request dated DATE which is incorporated by reference. <input checked="" type="checkbox"/> To approve the change in scope of work per the recipient's request dated DATE, which is incorporated by reference. <input type="checkbox"/> To extend the award period 12 months per the recipient's request dated DATE, which is incorporated by reference. <input type="checkbox"/> To revise NOAA Administrative Special Award Conditions. <input type="checkbox"/> This amendment provides \$ in Federal funding for the final year of this multi-year award for a total of \$. Any commitments, obligations, or expenditures in excess of that amount of Federal funds will be made at the recipient's risk. <input type="checkbox"/> The funding period for this award has been extended through ??/??/?. <input type="checkbox"/> To correct an administrative error in the performance report Special Award Condition of the original award. The annual performance reporting requirement shall be retroactive to the original start of the award. <input type="checkbox"/> Due to processing this extension retroactively, the closeout period has been extended to DATE in order to submit final reports and draw down funds. </div> <p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>																																											

- The *Enter Reason* screen is displayed and now includes the language selected from the *Template Language* screen. Select the **Save** button to save the reason(s) and return to the CD-451 page.

Amendment Header Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Officer:	Fisheries Office (S)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Enter Reason

Reason Template Language

To provide continued funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.

To provide additional funding for the project entitled TITLE per the recipient's application dated DATE, and revision dated DATE, which are incorporated by reference.

To approve the change in scope of work per the recipient's request dated DATE, which is incorporated by reference.

Save **Cancel**

Federal and Recipient shares of Funding

- The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the **Manual Override** checkbox below. Once checked, a warning message is displayed and the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields. Also, please note that by using the override feature, funds indicated on the CD-451 will reflect different values than on the CD-435.

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☒

Costs Are Revised As Follows: Previous Estimate

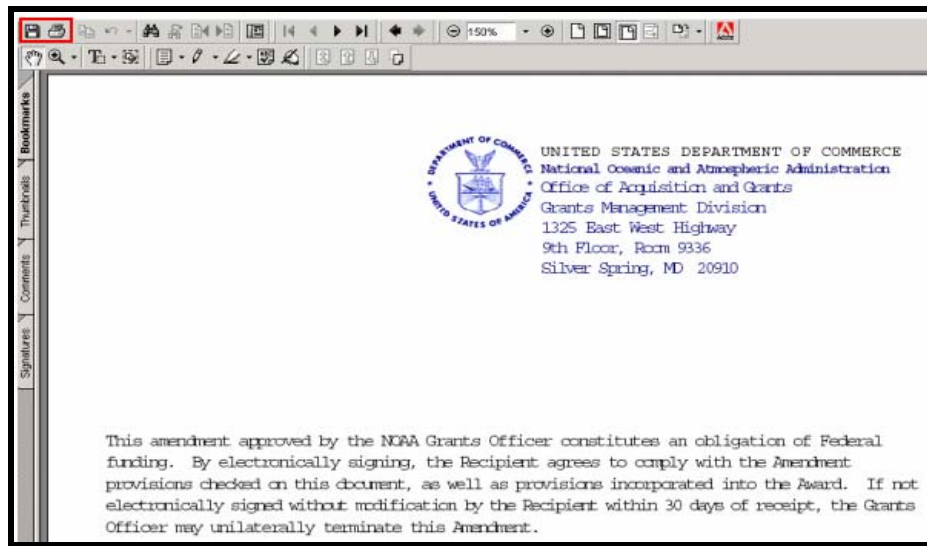
Federal Share of Cost	\$100000.00	Total Estimated Cost	\$200000.00
Recipient Share of Cost	\$0.00		\$0.00
Total Estimated Cost	\$100000.00		\$200000.00

MANUAL OVERRIDE:
Values entered will be saved specifically for this award document. Once overridden the end user is responsible for these fundings.

OK

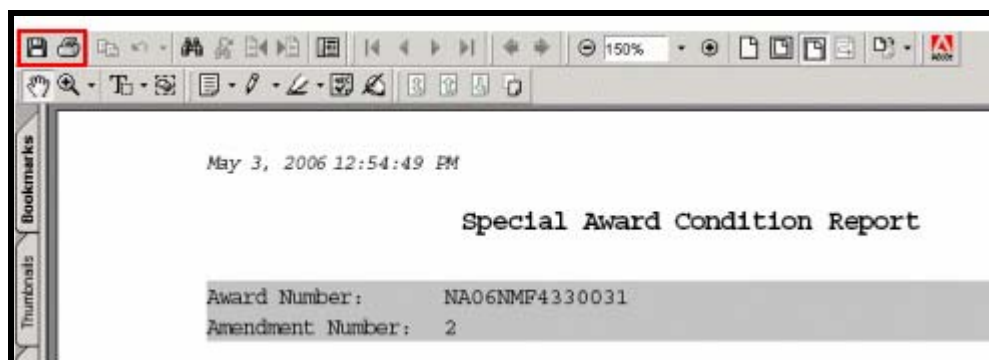
CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 97), an Adobe Acrobat file opens in a separate window, displaying the CD-451. You may save and/or print the report using the save or print icons. The CD-451 is the Department of Commerce amendment to an existing Award. In this context, it is used for continuations.



SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 97), an Adobe Acrobat file opens in a separate window, displaying the SAC Report. You may save and/or print the report using the save or print icons.



Submitting the Amendment

- Once you have verified the information, select **Save** followed by **Save and Return to Main** to return to the task launch page.

Amendment Header Information

CEA Number: 11-433	Award File Period: N/A - N/A	Program Officer: Patricia Southwest Region Program Office (SWR)
Program Officer: Raza Finnan	Phone: 111-111-1111	Program Officer Email: r32r.finnan@ect.gov
Federal Funding: \$100,000.00	Non Federal Funding: \$0.00	Grants Specialist: Regina A. Evans
Project Title: GMD Manual S/S	Organization Name: University of Chicago	
Multi-Year: No		

Amendment to Financial Assistance Award

CFDA Number: 11-433

Award Number: RA304974330000

Recipient Name: University of Chicago

Amendment Start and End Dates: *

The Amendment Start and End Dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Project Title: *

GMD Manual S/S

Project Description: *

GMD Manual S/S

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override Checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Rebased As Follows:	Previous Estimated Cost Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100000.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$0.00	\$100000.00

Reason(s) for Amendment: [Cost Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ [Special Award Conditions](#) ☐ [Use \(New Budget\)](#) ☐ [Other\(s\)](#)

[Department of Commerce Financial Assistance Standard Terms and Conditions](#)

[NOAA Special Award Conditions](#)

Return Award File to Grants Specialist

1. From the **Review Award File** task, select the option to **Return to Grants Specialist** followed by the **Submit** button. This option allows you to return the Award file to the Grants Specialist for review and/or revisions. In the COMMENT field, be sure to enter an explanation for returning the Award file and/or the necessary revisions. This option also completes the **Review Award File** task.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Stacy Tedder Log Off

Award File In Progress - NA06NMF4330006

Id: 2023842
Creator: System Account
Status: Award File In Progress Review Award File In Progress
Create Date: 05/02/2006
Last Edited User: System Account
Status Date: 05/02/2006

Action: Please select an action **Submit**

Comment: Approve
Edit Special Award Conditions
Reject
Return to Grants Specialist
View Amendment Details

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Reject Award File

1. From the **Review Award File** task, select the option to **Reject** followed by the **Submit** button. This option allows you to reject the Award file. This option also completes the **Review Award File** task.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Stacy Tedder Log Off

Award File In Progress - NA06NMF4330006

Id: 2023842
Creator: System Account
Status: Award File In Progress Review Award File In Progress
Create Date: 05/02/2006
Last Edited User: System Account
Status Date: 05/02/2006

Action: Please select an action **Submit**

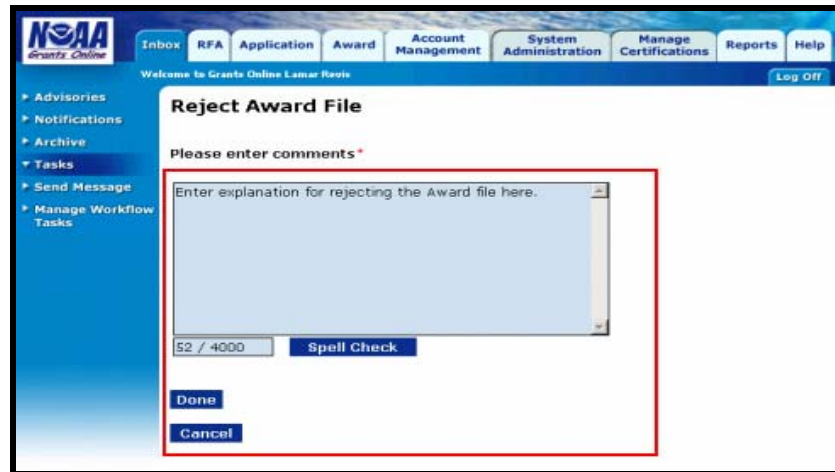
Comment: Approve
Edit Special Award Conditions
Reject
Return to Grants Specialist
View Amendment Details

Spell Check

Save Comment

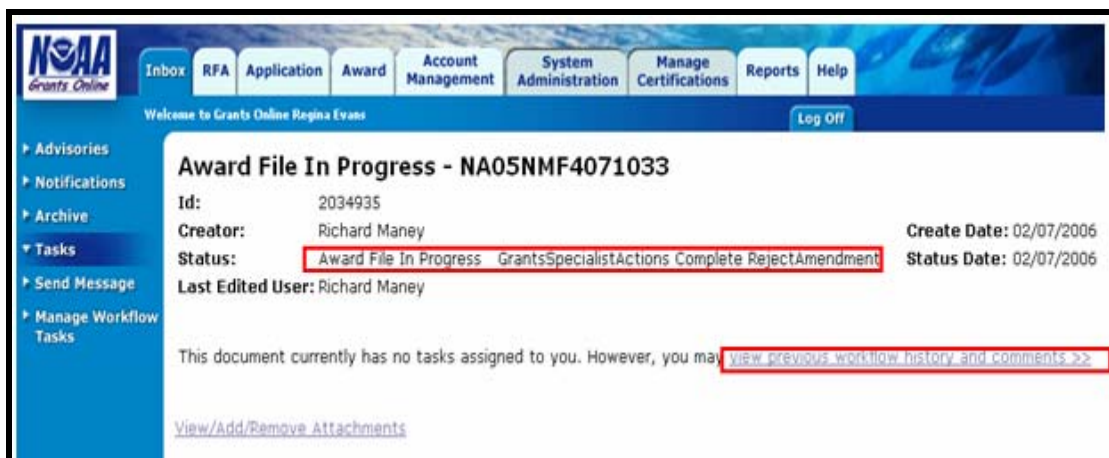
[View previous workflow history and comments >>](#)

2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button.



The screenshot shows the 'Reject Award File' screen in the NOAA Grants Online system. The interface includes a top navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. A left sidebar contains a menu with 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The main content area is titled 'Reject Award File' and contains a text input field with the placeholder 'Enter explanation for rejecting the Award file here.' Below the input field is a 'Spell Check' button and a character count '52 / 4000'. At the bottom of the form are 'Done' and 'Cancel' buttons. A red rectangle highlights the text input field and the 'Done' button.

3. The following screen is the *Award file* page. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



The screenshot shows the 'Award File In Progress - NA05NMF4071033' page in the NOAA Grants Online system. The interface includes a top navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. A left sidebar contains a menu with 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The main content area displays the following information: 'Id: 2034935', 'Creator: Richard Maney', 'Status: Award File In Progress GrantsSpecialistActions Complete RejectAmendment', 'Create Date: 02/07/2006', 'Status Date: 02/07/2006', and 'Last Edited User: Richard Maney'. Below this information is a message: 'This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)'. A red rectangle highlights the link 'view previous workflow history and comments >>'. At the bottom of the page is a link 'View/Add/Remove Attachments'.

- The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award file. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove the Award information from CAMS (CBS).

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Approving an Award File

- From the **Review Award File** task, select the option to **Approve Award File** followed by the **Submit** button. This option allows you to approve the Award file. This option also completes the **Review Award File** task.

NOAA Grants Online

Welcome to Grants Online Lateral Review

Award File 0 - NA06NMF4330006

Id: 2023819
Creator: System Account
Status: Award File 0 Review Award File In Progress
Last Edited User: System Account
Create Date: 05/01/2006
Status Date: 05/01/2006

Action: Please select an action
 Approve Award File
 Review CD 450
 Reject Award File
 Return Award File to Grants Specialist

Submit

Comment:

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Grants Officer: Manually Accepting an Award

Grants Online also allows the Grants Officer to manually accept an Award on behalf of the recipient for both new Award and continuations. This section will review the process for manually accepting an Award in Grants Online as a Grants Officer.

1. Select the **Award** tab.
2. Select the **Search** link.

Manage Awards

- Search Award -

Search for Awards by Award Number or Applicant Name.

- Search Financial and Project Progress Reports -

Search for Reports by Award Number and Project Start Date

NOAA Internal Users (Program Officers and Grants Management Division Users)-

Please use the Search Award link to search for Awards and then take Award actions such as Award Fundings. The possible actions that you can take on the award will show up as links on the right hand side of those links will lead you to screens for creating the action. Program Officers - DO NOT use the.

Grantees-

Please use the above link to search for your Awards and then take Award actions such as Award Administrators will have the option to manage their awards. The possible actions that you can take on the award will show up as links on the right hand side of links will lead you to screens for creating the action.

3. Enter the search criterion. You may search by either **APPLICANT NAME** or **AWARD NUMBER**.
4. The Award number displayed in the **Award Number** column is a hyperlink. Select the Award number link.

Search for Award

Applicant Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results

Search Results
One item found. 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
NA06NMF4330006	1002275	University of Chicago	GMD Manual v3	Pending	Enforcement	Create Award Action Request	View/Manage Award-related Personnel	Create Amendment	Partially Fund this Award.

- The *Grants File* page is displayed. Scroll down to the **Sub Documents** section and select the Award file ID link in the **ID** column.

Grants File - NA06NMF4330006

Id: 2023818
Creator: System Account
Status: Grants File IN Progress
Last Edited User: System Account
Create Date: 05/01/2006
Status Date: 05/01/2006

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments](#).

[View/Add Attachments](#)

Grant Information

CFDA Number:	11.433	Award Period:	07/01/2006 - 07/01/2007	Program Office:	Fisheries Sc Office (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finame
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	No	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	GMD Manual v3				

Sub Documents

2 items found, displaying all items. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2023823	GMD Manual v2	System Account	05/01/2006	System Account	IN Progress	05/01/2006
Award File 0	2023819	GMD Manual v3	System Account	05/01/2006	System Account	IN Progress	05/01/2006

- The *Award File* page is displayed. Scroll down to the **Additional Documents** and select the link entitled **Manually Accept Award File**.

Award File 0 - NA06NMF4330006

Id: 2023019
 Creator: System Account
 Status: Award File 0 CAMSFirstApproverActions Complete AwardMailingComplete
 Last Edited User: System Account
 Create Date: 05/01/2006
 Status Date: 05/01/2006

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments](#).

[View/Add/Remove Attachments](#)

Pending Actions
 Nothing found to display.

Award File Header Information

CEFA Number:	11-433	Award File Period:	07/01/2005 - 07/01/2007	Program Office:	Fisheries Southwest Reg (SW)
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	nazir.finamen@test.gov
Federal Funding:	\$100,000.00	Non Federal Funding:	\$0.00	Grants Specialist:	Regina A. Evans
Project Title:	GMD Manual v2				
Organization Name:	University of Chicago				
Multi-Year:	No				

Sub Documents
 7 items found, displaying all items. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Application	2023019	University of Chicago - GMD Manual v3	Nazir Finamen	05/01/2006	Regina Evans	ProgramOfficerActions Complete NegotiationsComplete	05/01/2006
CD450	2023003	GMD Manual v3	System Account	05/01/2006	System Account	In Progress	05/01/2006
PO Checklist	2023001	GMD Manual v2	System Account	05/01/2006	System Account	ProgramOfficerActions Complete certifyPOchecklist	05/01/2006
NEPA	2023002	GMD Manual v2	System Account	05/01/2006	System Account	NEPAOfficialActions Complete ApproveNEPADocument	05/01/2006
GMD Checklist	2023004	GMD Manual v3	System Account	05/01/2006	System Account	In Progress	05/01/2006
Procurement Request and Commitment of Funds	2023020	GMD Manual v3	System Account	05/01/2006	System Account	Approved	05/01/2006
Federal Assistance Information Sheet	2023017		Nazir Finamen	05/01/2006	Regina Evans		05/01/2006

Associated Documents
 One item found. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Grants File	2023019		System Account	05/01/2006	System Account	In Progress	05/01/2006	

Additional Documents
 2 items found, displaying all items. 1

[Document Name](#)

[Manually Accept Award File](#)

7. The *Accept Award File* page is displayed. Enter the **Acceptance Date** and select the **Accept Award File** button. All tasks must be completed by CAMS and the Finance office before the Grants Officer will be able to accept the Award. If the tasks are not complete, an error message with the name of the uncompleted task will appear and the Grants Officer will not be able to accept the Award.

Award File Header Information

CFDA Number:	11.433	Award File Period:	07/01/2006 - 07/01/2007	Program Office:	
Program Officer:	Nazir Finamen	Program Officer Phone:	111-111-1111	Program Officer Email:	
Federal Funding:	\$100,000.00	Non Federal Funding:	\$0.00	Grants Specialist:	
Project Title:	GMD Manual v3				
Organization Name:	University of Chicago				
Multi-Year:	No				

You are about to accept this Award File in lieu of an actual recipient user.

Accept Award File 0 - NAO6NMF4330006

Acceptance Date * (mm/dd/yyyy)

8. Once the Grants Officer has accepted the Award, the status of the Award changes to **Accepted**.

Search for Award

Applicant Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results
One item found: 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
NAO6NMF4330006	1002370	University of Chicago	GMD Manual v3	Accepted	Enforcement	Create Award Action Request	View/Manage Award-related Personnel	Create Amendment	Partially Fund this Award.